



## Vice President for Finance and Administration

**Immaculata University**, a comprehensive, Catholic, coeducational institution of higher education sponsored by the Sisters, Servants of the Immaculate Heart of Mary, invites applications for the position of **Vice President for Finance and Administration (VPFA)**. The University's programs—rooted in academic rigor, ethical integrity, and Christian core values—encourage a commitment to lifelong learning and professional excellence. With belief in the dignity and potential of all men and women, Immaculata integrates students into a community of service and empowers them to assume meaningful roles in a diverse and changing world. Contributing to the development of the whole person of any faith, Immaculata affirms liberal education as an integrative process in the formation of a truly educated person who is value-oriented and committed to truth, service, justice, and peace. The University offers 53 undergraduate majors, seven master degree programs, three doctoral degree programs, and over 40 additional certification programs, including a selection of accelerated and online programs. Its distinguished faculty serves a population of approximately 2,500 students split among traditional undergraduate, adult undergraduate, and graduate programs. Immaculata University's budget for FY22 is just over \$36 million and currently has an endowment of almost \$16.7 million. For additional information about the University, please visit [www.immaculata.edu](http://www.immaculata.edu).

**The Opportunity:** The Vice President, as Chief Financial Officer of the University, is responsible for managing all financial affairs to ensure the long-term health and viability of the organization. This includes providing leadership in the areas of long-term planning, development and implementation of financial policies, and sound management of fiscal operations. The VPFA reports directly to the President, is a member of the Executive Administration Leadership Team, serves as co-chairperson of the strategic planning and budget committee, and directs the preparation of balanced operating and capital budgets through the approval of the Board of Trustees. The VPFA ensures the annual budgets are aligned with the University's strategic initiatives and assists in the development and implementation of plans and strategies to fulfill the mission and vision of the University. The VPFA also oversees the institutional processes associated with operational and capital budgets, financial systems, and policies; provides vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students; and is responsible for the efficient operation of campus auxiliary services, which includes contracted food services. Operating within a division of more than 70 individuals, the Director of Finance, Director of Budget and Investments, Executive Director of Human Resources, Executive Director of Office of Technology Services, and the Director of Facilities report directly to this position.

**Qualifications:** The successful candidate will be an innovative and creative individual who possesses a strategic approach to data-driven decision making with strong business acumen; proven experience in financial success and multi-million-dollar budget management; a collaborative, service-oriented leadership style; and an exceptional ability to communicate effectively at all levels of the institution. The successful candidate will be able to work as a cohesive team player across the University, asking tough questions and delivering tough answers, while balancing multiple competing priorities with the end goal of financial success for the University. The next Vice President for Finance and Administration must possess a strong commitment to students, faculty, and staff; demonstrate success in the development and retention of qualified employees; and model commitment to the mission of the University. A demonstrated ability to lead and motivate people and to communicate in a highly effective manner with University constituents including Board members, management, faculty, and staff is necessary. A Master's degree in accounting, finance, business, or a related field is required; a CPA is preferred. Leadership experience in higher education or a similarly complex environment is also required.

**Location:** Immaculata's beautiful, 375-acre campus is located in Immaculata, Pennsylvania on the Main Line, in the gentle hills of Chester County, approximately 20 miles west of downtown Philadelphia. Boasting both well-preserved agricultural resources and vibrant commercial and business assets, Chester County offers a variety of living options as well as easy access to the cultural, recreational, and employment opportunities of the Philadelphia region. For more information on the region, please visit [www.chesco.org](http://www.chesco.org) and [www.cccbi.org](http://www.cccbi.org).

**Application:** Interested candidates should submit only a cover letter and résumé/CV to RPA Inc. at [ImmaculataVPFA@rpainc.org](mailto:ImmaculataVPFA@rpainc.org). For a confidential discussion or to make a nomination, please contact Dana John Cohick, President, or Kira Heath, Search Manager, at [ImmaculataVPFA@rpainc.org](mailto:ImmaculataVPFA@rpainc.org). The first review of candidates will begin on January 5, 2022, and interviews will commence thereafter. Applications will be accepted until the position is filled.

*Immaculata University provides equal employment opportunity to all applicants, employees and officials of the University regardless of a person's race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, or any other classification protected by law or University policy.*



[www.rpainc.org](http://www.rpainc.org)