



PRINCE GEORGE'S  
COMMUNITY COLLEGE

## Vice President for Financial Services and Operations

Prince George's Community College (PGCC) invites applications and nominations in the search for its Vice President for Financial Services and Operations (VPFSO). The VPFSO reports to the President and serves as the College's chief fiscal and administrative officer, overseeing all aspects of the College's operations, including budget and finance, physical plant operations, infrastructure and environment, capital improvements, campus police, and auxiliary and event management services. The VPFSO will be a mission-oriented leader and big-picture thinker dedicated to continuous improvement and institution-wide collaboration. The VPFSO will join a team profoundly committed to the priorities of student success, economic impact, and the continuous pursuit of excellence.

**The Institution:** Since 1958, Prince George's Community College has provided high-quality, affordable, and accessible educational opportunities for students from Prince George's County and beyond. The College's main campus is located in the city of Largo, Maryland, approximately 15 miles from Washington, D.C. PGCC is the first choice for higher education for residents of Prince George's County, and it serves nearly 25,000 students annually through a comprehensive array of more than 200 academic and career training programs. PGCC's main campus is situated on 150 picturesque acres and boasts state-of-the-art buildings and equipment. A three-year renovation and expansion project is currently underway at Marlboro Hall and is expected to conclude later this year. The expansion of the building from 77,000 to 130,000 square feet provides more space for academic programs and larger classrooms and laboratories, and the renovations will provide high-tech classrooms and more efficient electrical, plumbing, HVAC, and technology systems, along with a new roof. The project ensures that the facility is accessible and ADA compliant, and the exterior will be rebranded and enhanced with defined entry points and visual interest that coincide with the academic programs that reside there. Funding for the \$164.4 million project comes primarily from the state of Maryland and Prince George's County. True to its mission to provide responsive, accessible education, the College also offers instruction at five off-campus sites situated throughout Maryland's bustling Capital Region. Additionally, the College has adopted a three-campus model that will bring under its umbrella two more full campuses, expanding the College's impact by improving accessibility, offering new pathways to success, and further solidifying the institution as a beacon of opportunity. *Community College Week* named PGCC as one of the 50 fastest-growing public two-year colleges in the nation, and the College is designated a National Center of Academic Excellence in Information Assurance Two-year Education by the National Security Agency and the U.S. Department of Homeland Security. Additionally, the College has been recognized as a leader in student success by the American Association of Colleges & Universities, was named as a 2024 "Most Promising Place to Work in Community Colleges" by the National Institute for Staff and Organizational Development (NISOD) and *Diverse: Issues in Higher Education*, and is a proud member of Achieving the Dream. Reflecting its commitment to student success, the College recently launched its "Pathways to Success at PGCC," an in-depth exploration of the College's academic and career pathways with members from its community, including current and graduating students, alums, faculty, and staff. Each episode focuses on a pathway that provides students a clear roadmap to achieving their academic and career goals in an industry of their choice. PGCC is accredited by the Middle States Commission on Higher Education. For more information about PGCC, please visit the College website at [www.pgcc.edu](http://www.pgcc.edu).

**The Position:** The VPFSO will be responsible for the development of the College's financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, the VPFSO will be charged with developing and implementing more sophisticated policies and procedures, both in

the finance and general operational realms. Given the VPFSO's oversight of a variety of mission-critical areas with their own specific needs, including campus police, auxiliary and event management services, physical plant operations, and infrastructure and environment, the next VPFSO will provide both strategic and tactical leadership that envisions how all areas under their purview may work together to support student success. Other essential duties of the VPFSO include the following:

- Implement financial, accounting, and budget systems that promote financial stability, in compliance with generally accepted accounting principles and federal and state regulations and guidelines, to maximize the College's resources.
- Establish a budget development process that is built on effective and responsive communication and that results in an equitable spending plan, reflecting all aspects of the College's mission.
- Be sensitive to the needs of a culturally diverse community and student body to foster a diverse workforce.
- Establish systems and procedures that preserve the safety and integrity of the College's financial and payroll records, and that ensure the consistent delivery of high-quality services.
- Ensure auxiliary and event management functions align with College strategy to increase business relationships and capital.
- Advise the president and other members of the senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.
- Supervise and evaluate all assigned departmental staff.
- Serve as the management liaison to the Board and audit committee; effectively communicate and present critical financial matters at Board of Trustees and committee meetings.
- Provide analytical support to the College's internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services, such as treasury management, 403-B plan, grants payment processing, payroll, accounts payable, and purchasing.
- Develop and oversee the College's aggressive capital improvement program.
- Oversee, direct, and organize the work of the Financial Services and Operations teams.
- Develop a leadership team that promotes innovation, accountability, and excellence consistent with the strategic goals, and that values collaborative efforts to achieve these goals.
- Support the teaching and learning process, working to create and support an environment that promotes student success.
- Work actively with other areas of the College to ensure a spirit of collaboration, collegiality, civility, and teamwork.
- Provide flexible, responsive, and high-quality customer service to all whom the College serves and continuously assesses processes and procedures to revise accordingly.
- Ensure that all Financial Services and Operations programs, support services, resources, and systems are user-friendly, supportive of the College's mission of affordability, accessibility, and quality for all students (credit and non-credit) and are constantly assessed and revised to achieve and maintain state-of-the-art best practices.
- Advance the core principles of the College's mission, vision, and strategic priorities by providing leadership and opportunity in this area for all staff.
- Set a high standard of performance for both self and staff, nurturing and supporting their achievement while modeling behavior supportive of institutional values and goals.
- Recommend and participate in the development of College policies and procedures.
- Serve on College planning and policy-making committees.

**Qualifications:** The next VPFSO must be committed to PGCC's core values of excellence, success, diversity, respect, professionalism, and lifelong learning. They must also be proficient in organizational strategy, resource management, collaboration, and mission advocacy, and must demonstrate professionalism and a commitment to high standards. Additionally, the VPFSO must possess exceptional written and oral communication, interpersonal, and presentation skills and the ability to effectively interface with senior management, the College's Board of

Trustees, and all staff. The VPFSO will have the ability to operate as an effective tactical as well as strategic thinker and will also be skilled in organizing and scheduling complex activities, building successful professional relationships with internal and external communities, and working collaboratively with all areas of the College. The next VPFSO will have a proven track record of success facilitating progressive organizational change and development within an organization; excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills; superior management skills and the ability to influence and engage direct and indirect reports and peers; strong mentoring and coaching experience that can transfer to and benefit a team with diverse levels of expertise; knowledge and familiarity with traditional and technology-based research and utilizing data to support proposals, including extensive experience with enterprise resource planning and data management systems (Ellucian Colleague preferred); and demonstrated proficiency with technology (Microsoft Office Suite preferred). Additionally, the VPFSO will be a self-reliant, results-oriented problem solver; energetic, flexible, and proactive; and a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives. It is also crucial that the next VPFSO have an authentic passion for the College's mission. A master's degree, ideally in a related discipline, is required. The next VPFSO will have supervised personnel and administered programs directly related to Operations/Administration and/or Finance areas for at least five years, preferably in higher education. Also required is a minimum of five years' experience in a leadership role. The next VPFA will preferably have both external audit and in-house financial management experience.

**Location:** With a population exceeding 900,000, Prince George's County is the second most populous county in the state of Maryland. Economically healthy and culturally vibrant, the 500-square-mile jurisdiction is home to federal agencies that include Joint Base Andrews and Air Force One, U.S. Census Bureau, U.S. Internal Revenue Service, NASA-Goddard Space Flight Center, U.S. Department of Agriculture, National Maritime Intelligence Integration Office, National Oceanic and Atmospheric Administration, U.S. Food and Drug Administration, and U.S. National Archives and Records Administration. A major partner in education, Prince George's County Public Schools serve 130,000 students and is the second-largest system in the state and the 17th largest in the nation. Bowie State University, the University of Maryland College Park, and the University of Maryland Global Campus are located within eight miles of Prince George's Community College and serve as three of the top transfer universities for PGCC. Largo, the home of PGCC's main campus, is only 15 miles from Washington, D.C. and less than two hours from Baltimore. For more information about Maryland, the Capital Region, and the surrounding communities, visit <https://www.visitmaryland.org/regions-cities/capital-region>.

**Application:** Interested candidates should submit only a cover letter and resumé/CV to RPA Inc. at [PrinceGeorgesFSO@rpainc.org](mailto:PrinceGeorgesFSO@rpainc.org). For a confidential discussion about this opportunity or to make a nomination, please contact Kira Heath, Search Manager, or Isaac Karaffa, Vice President and Senior Consultant, at the email address above. Application review will begin after June 12, 2024, and first-round interviews will commence thereafter.

*The Equal opportunity employment has been, and will continue to be, a fundamental principle at Prince George's Community College, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, creed, gender identity, religion, sex, age, national origin, disability, sexual orientation, or any other characteristic protected by law. This policy applies to all policies and procedures relating to recruitment and hiring, benefits, termination, and all other terms and conditions of employment. Questions or concerns should be referred to the human resources office.*

*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and complete employment eligibility verification paperwork.*



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