



Education for Individual and Social Responsibility

Position Announcement

Vice President for Finance & Administration

January 30, 2014

Olivet College announces its search for a Vice President for Finance & Administration. The VPFA is the chief financial officer (CFO) and is responsible for providing leadership for all aspects of institutional finance and administration, including: financial services, human resources, physical plant, legal services, and auxiliary enterprises. Along with the provost and the vice president for advancement, the VPFA is one of three senior executives reporting directly to the president and is an important member of the president's cabinet.

The new VPFA will join the college at an exciting and opportune time. With President Steven M. Corey's, Ph.D., arrival in December 2010, Olivet College initiated and completed a strategic planning process. Titled *Charting the Course to 2020 and Beyond*, the plan includes substantial growth and development in enrollment, the addition of new academic and co-curricular programs, new construction and major renovation projects, expanded program support, and increasing fiscal health and endowment. The 2020 and Beyond implementation process will directly transition into a comprehensive campaign, the beginning stages of which have already resulted in more than \$2.5M in pre-campaign leadership funding in the past six months. The new VPFA will be a critical institutional leader in planning, modeling and guiding the financial and administrative aspects of the Olivet College of 2020 and Beyond.

Founded in 1844, Olivet College is an enrollment-driven institution with gross operating revenues of \$28.6 million. It is financially stable and has substantially increased its financial health over the past several years. Successive years of balanced budgets, growing net tuition revenues, increasingly strategic allocation of resources, increasing endowment contributions and investment returns, and a highly functioning senior administrative team and board have all contributed to these successes. Over the past five years, net tuition revenue has grown 9 percent; endowment has grown 53 percent; debt has decreased 34 percent; and more than \$14.9 million has been invested in capital equipment and the physical plant. The college requires a competent and capable institutional leader in its next VPFA who can bring her/his command of financial and administrative skills and expertise to bear on continuing and accelerating these successes to increase the college's fiscal health and sustainability and to help realize the strategic future it has outlined.

Office of Human Resources
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It is critical that the college find the right financial and administrative leader who not only wants to make a mark on this great college, but who does so with a passion for its mission. Olivet College is a private liberal arts institution with very strong professional programs and faculty who view themselves as both scholars and facilitators of learning. It is known for its values-based mission embodied by the academic vision of, *Education for Individual and Social Responsibility* where responsibility is woven across the entire curriculum and 100 percent of students participate in service learning. It is a place where students come to not only develop the knowledge and skills to become professionally and economically successful, but to also learn that with success comes responsibility to make a positive difference in the world. This has enabled us to produce graduates that are highly sought after by employers and graduate schools, and thus, our placement rates with both are high.

The college is located in Olivet, an intimate college-town in south-central Michigan, which provides students with an ability to focus on their college experience away from distractions, yet it's only 20-30 minutes from Battle Creek and the state capital of Lansing. Consistent with its Congregational roots as the first college in the state to admit women and minorities on a coequal basis with white men, it also has one of the most diverse student populations of private liberal arts colleges in Michigan. The student body is also made up of a strong mixture of first-generation college students, students from urban and rural backgrounds, and students of all socioeconomic backgrounds, with 50 percent qualifying for Federal Pell Grants annually. This provides a tremendous, diverse experience and advantage for Olivet College graduates over those from many other private colleges.

To apply, candidates should have a baccalaureate degree in a related field with a preference for finance or accounting; history of progressive experience in the areas of finance, accounting, and/or college administration; and at least seven years of experience in institutional financial leadership. An MBA and/or CPA is preferred.

Consideration of candidates will begin immediately and continue until the position is filled. Please send a cover letter, CV or resume, and a list of at least three references by Feb. 28, 2014 to be fully considered to:

humanresources@olivetcollege.edu

All application materials will be maintained in confidence until the later stages of the search process.

Olivet College is an equal opportunity employer and does take affirmative steps to employ women and minorities.