

Vice President of Business Affairs



Position Profile

Challenges and Opportunities for Leadership

- Institutional culture: Mayville State University is a relatively small institution with all of the benefits of that size: individuals come to know each other well and rely on each other for the institution's success. Formal roles matter less than a willingness to work together to achieve the mission. Faculty member and administrators know the students well. Those who appreciate such a culture will thrive.
- Revenue growth: Enhanced state funding for the University remains a high priority for its leadership, as well as identifying and encouraging other sources of revenue such as increased net tuition revenue and grant funding. Certain programs, such as nursing, represent significant opportunities.
- Strategic priorities: With the leadership of the President and with the support of faculty, students, and staff, the University will be setting priorities with greater clarity for fulfilling its mission of education and service. Such priorities will include programs, staffing, and facilities and lead to a consistently balanced budget.
- Transparency: The University's faculty, students, and administrators are exceptionally loyal to the University and will benefit from a higher level of transparency around the institution's financial condition and outlook. All of the University's stakeholders are eager to better understand how they can help the University's to become more financially sustainable.

Core Duties and Responsibilities

- Reporting to the President, the Vice President for Business Affairs (VPBA) has direct responsibility for the Business Office, Facilities Services and Physical Plant, Dining Services, Bookstore, and Child Development Programs. In each of these functions, the VPBA is responsible for providing efficient and cost-effective services responsive to the needs of those served.
- VPBA is responsible to the President for the core budget planning and financial management of the University, assisting in the development of plans that will improve the financial condition of the institution while staying true to its mission. The VPBA will support programs intended to improve net revenue. The VPBA will identify creative solutions such as public-private partnerships. At the same time, the VPBA must pay

close attention to financial reporting and transactions to maintain appropriate accounting standards.

- VPBA maintains strong relationships with the University internal stakeholders as well as community leaders and government officials, such as a legislative body.

Ideal Candidate will possess

- Bachelor's degree with significant experience or a Master's degree in business, accounting, finance, or a related field.
- At least five years senior leadership with experience leading one or more functional areas, preferable in a higher education setting, and with a preference for individuals with extensive backgrounds in finance, business services, and/or accounting.
- A track record of success in budgetary planning and financial analysis.
- Experience managing multiple and complex departments or program areas.
- Demonstrated achievement in facilitating consultation within a shared governance context.
- Experience working with multiple stakeholders
- Higher education experience desirable but not required.

Attributes

- Ability to communicate consistently to a variety of constituencies and, in turn, to proactively listen to those constituencies,
- Skill at moving back and forth between high-level strategic matters and transactions requiring fine attention to detail.
- Able to recommend difficult decisions and communicate them with empathy.
- Ability to provide leadership to a diverse and complex team of directors.
- Ability to prepare and analyze complex financial reports, budgets, presentation materials, records, correspondence, etc., with confidentiality, accuracy, and extreme attention to detail.
- Ability to work in a highly technical environment of online systems, and data analytics.

Application/Nomination

Applications for Vice President for Business Affairs will be received and considered until the position is filled. For full consideration, submit applications by June 10, 2022. Applications must include a letter of interest, addressing why the applicant is interested in this position as well as the opportunities outlined in the position profile; a CV/resume and five professional references with email and telephone numbers. All inquiries, nominations, and applications will

be held in strictest confidence, and references will not be contacted without the applicant's expressed permission.

Submit applications and nominations electronically (Microsoft Word or PDF format) to:
MayvilleVPBA@agbsearch.com

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