



ROANOKE  
COLLEGE®

Inviting Applications and Nominations for

## Vice President of Business Affairs and Treasurer



**Roanoke College**, an independent, coeducational, four-year liberal arts college, seeks an experienced business and finance professional to serve as **Vice President of Business Affairs and Treasurer**. Applications and nominations are invited.

### The Opportunity

Founded in 1842, Roanoke College provides a classic college experience for students. Located in the scenic Roanoke Valley of Virginia, the College focuses on experiential learning in an environment that encourages strong personal connections and mentoring.

The College has always been known for its academic excellence and is home to a Phi Beta Kappa chapter. Recent changes across the campus—in the curriculum, facilities, student life programs, and career services—have brought increased recognition from the higher education community.

*U.S. News & World Report* ranked Roanoke fourth among up-and-coming national liberal arts colleges. *The Princeton Review* and *Forbes Magazine* placed the College in the top 10 percent of best colleges in the nation.

Roanoke is the second-oldest Lutheran-related college in America. The

College honors its Christian heritage and affiliation with the Evangelical Lutheran Church in America while also welcoming and reflecting a variety of religious traditions within its student body and faculty.

A hallmark of Roanoke is its strong financial record. With a total budget in excess of \$110 million, the College has had balanced budgets for 62 consecutive years. As of June 30, 2017, the institution had a total debt of \$46

million with assets totaling \$292.7 million and endowment assets totaling \$143.6 million.

The College's current Vice President of Business Affairs and Treasurer has announced his retirement, which presents this employment opportunity.

### The Position

The Vice President of Business Affairs and Treasurer (Vice President) is responsible for management of all fiscal matters of the College, administrative services, support services, and physical plant operations. Reporting directly to the President, the Vice President is a member of the President's Cabinet and



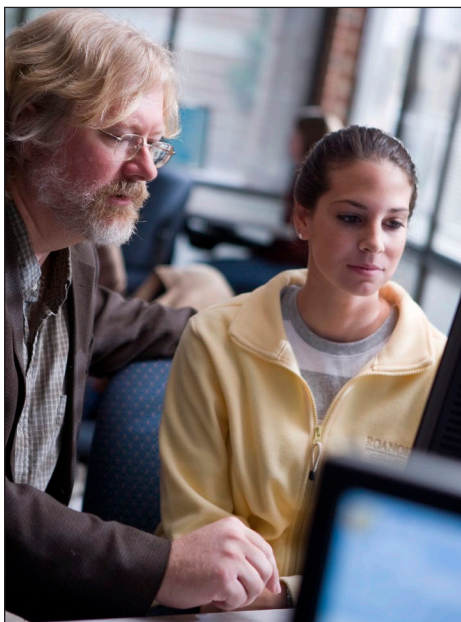
the senior administrative team of the College. This administrator also serves on the Resource and Planning Council of the College.

As Treasurer of the Board of Trustees, the Vice President serves as the funds custodian and, in this role, reports to the Chairman of the Board of Trustees. This officer also serves as an ex-officio member of the Board of Trustees' Finance Committee and Buildings and Grounds Committee.

Serving as the chief business officer of the College, the Vice President is expected to:

- Provide fiscal management and administrative leadership for the entire College community.
- Provide College leadership by addressing fiscal challenges and enabling resources for important initiatives with candor, creativity, and clarity.
- Assume a role within the administrative team to create awareness of fiscal responsibility.
- Communicate well with all College constituencies.
- Encourage and promote high employee morale.

The Vice President's responsibilities include the following:



- Management of all financial operations of the College, such as the preparation of the required internal and external reports, completion of necessary analyses, and the provision of appropriate controls and audit procedures
- Supervision of the Business Office and responsibility for all of its operations, including appropriate fiscal reporting, completion of the annual audit, budget preparation and monitoring, endowment management and monitoring, billing and collection of student accounts, review and issuance of purchase orders, risk management, and affirmative action compliance
- Supervision of Auxiliary Services and responsibility for all operations of Dining Services, the Cavern (the grab-and-go eatery), the Bookstore, and Mail Services
- Supervision of Physical Plant, and responsibility for all operations of Plant Maintenance, Housekeeping, and Grounds Maintenance
- Supervision of Human Resources and responsibility for all personnel operations, including benefits administration, wage and salary administration, appropriate personnel reports, and compliance with state and federal policies and requirements
- Participation with the President and Cabinet in the determination of institutional policies and institutional priorities
- Responsibility for oversight on all construction and renovation projects.

### Requirements

Candidates must have at least a bachelor's degree in an appropriate area, with a CPA, MBA, or other advanced degree preferred. A minimum of 10 years of progressively increasing experience in higher education and in managing a large staff with diverse responsibilities is required. Experience in business, non-profits, or other sectors in addition to the requirement in higher education is desirable.

The successful candidate will demonstrate unquestioned integrity, be an outstanding communicator, and possess strong and effective interpersonal skills that engender trust and cultivate collaboration.

The new vice president will be well versed in higher education finance, able to model projections, and knowledgeable about the critical areas of responsibilities.

The Vice President will be an exceptional financial and administrative leader with the following:



- Superior analytical and management skills as well as experience in the use of financial management systems and a willingness to explore new opportunities for using technology
- Entrepreneurial spirit, willing to think outside the traditional box, and take prudent risks
- Appreciation for the College's close ties to its region, coupled with experience creating partnerships with business and/or nonprofit organizations
- Understanding of the higher education landscape and the challenges that higher education is currently facing, including an understanding of the sustainability issues being faced
- Fortitude to provide the Cabinet with the necessary information to make difficult choices, when necessary
- Ability to convey issues and decisions with clarity.

The Vice President will be a leader who relates easily with members of the Board of Trustees and will earn their respect as a sophisticated, responsible

fiscal manager and decision maker. As the Treasurer, The Vice President assumes the role of the principal liaison to the Board of Trustees on the Finance, Building & Grounds, Audit, and Investment committees, as well as the Executive Committee.

This officer must be able to summarize the financial and operational reports of the College in a way that Board members can understand and provide insight and guidance to the campus.

### Roanoke College

Situated against the backdrop of the Blue Ridge Mountains, Roanoke College occupies a spacious 90-acre, tree-lined campus in the heart of historic Salem, Virginia. The mission of College is to engage students in their development as whole persons by stressing intellectual, ethical, spiritual, and personal growth that prepares graduates for responsible lives of learning, service, and leadership in a diverse and changing world.

The College has unprecedented strength and institutional momentum. This strength is due to a sound fiscal foundation supported by record

gifts and a growing enrollment, a beautiful campus, a talented faculty of quality and devotion, a vigorous administration that encourages the use of new educational ideas and technologies, and many generous and loyal alumni and friends.

With more than 2,000 students enrolled from 42 states and 32 countries, Roanoke College employs 131 tenure-track faculty members, with 98 percent holding the highest degree possible in their field. The student/faculty ratio is 13:1. The freshman retention rate to fall of the second year is 84.1 percent.

The campus maintains excellent campus facilities for students, faculty, and staff. With more than 10 percent of campus buildings on the Virginia and National Historic registers, the College was ranked among top 20 most beautiful campuses in 2012 by *The Princeton Review*.

In the last five years, four new residence halls and a new athletic-academic center have been constructed, and several academic buildings and residence halls have undergone extensive renovation.



The College boasts 10 men's and 11 women's NCAA Division III varsity teams and 24 Intramural and Club sports. It also has more than 100 clubs and organizations.

### Salem, Virginia

Salem, Virginia, is located in the scenic Roanoke Valley. The population of the Valley metropolitan area, including the cities of Salem and Roanoke, totals 290,000 and is served by the Roanoke-Blacksburg Regional Airport.

The Roanoke Valley is just south of the Shenandoah Valley and is easily accessible to Interstate 81. The Allegheny Mountains and the Appalachian Trail are six miles to the

north and the renowned Blue Ridge Parkway is accessible fifteen miles to the South. This provides Roanoke Valley residents easy access to a variety of outdoor activities including skiing, hiking, camping, and canoeing.

The Roanoke Valley is a charming metropolitan area and boasts a lively and historic Farmer's Market and a rich

and varied cultural scene, including the Roanoke Symphony Orchestra, the Roanoke Ballet Theatre, and the Taubman Museum of Art. Additionally, both the Roanoke and Salem civic centers offer venues for performing artists from around the world. Neighborhood theaters add to the cultural opportunities.

## Applications & Nominations

Confidential inquiries are welcomed; nominations are invited.

### 1. To Apply - Applications must include:

- 1) Letter of interest
- 2) Current resume or curriculum vitae
- 3) At least three references with full contact and email information (References will not be contacted without applicant's consent.)

### 2. Submit applications to [Roanoke@myersmcrac.com](mailto:Roanoke@myersmcrac.com).

**The search remains open until the position is filled.** For best consideration, submit application materials by **February 26, 2018**.

Nominations are invited and should include individual's full contact information, with email addresses.

**Submit nominations to [Roanoke-nominate@myersmcrac.com](mailto:Roanoke-nominate@myersmcrac.com).**

**David Gring, Ph.D.**, Senior Vice President of **Myers McRae Executive Search and Consulting**, is assisting Roanoke College with this search.



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