



JOB DESCRIPTION:

Executive Vice President / Chief Financial Officer

Position Summary: The Executive Vice President/Chief Financial Officer (EVP/CFO) serves as the chief operational officer and chief financial officer of the University and in that role leads and maintains relationships with all the operational departments of the University. Though not directly responsible for academics and advancement, the EVP/CFO is the second in command executive officer of the University and does have executive authority over those areas in the absence of the President. The EVP/CFO oversees and directs all campus operations except academic policy and instruction and advancement, and administers all the financial and legal functions of the institution and the Ohio Valley University Investment Corporation. The EVP/CFO works closely with the President, represents the President in University affairs during the President's absence or at his request, and reports directly to the President. Among the positions and areas reporting directly to the EVP/CFO are: Director of Student Services, (Enrollment Management, Admissions, Retention, Financial Aid, and Registrar) Dean of Student Life (Chapel, Campus Spiritual Life, Residence Halls, Student Success, etc.), Controller, Business Office, Director of Campus Operations, Human Resources, Strategic Planning, Athletics, Marketing, Campus Store Manager, and Director of Information Technology.

Accountability: This position reports to the President.

Qualifications: Solid educational background: undergraduate degree required; MBA or similar degree highly desired. The EVP/CFO must be an active member of a Church of Christ congregation.

Essential Functions:

- Reporting to the President, the EVP/CFO serves as the Chief Operating Officer.
- Working in partnership with the President to create the strategic plan, identify key multi-year objectives, and implement appropriate processes and procedures in order to achieve the organization's mission.
- A strong financial background is critical to the success of this position.
- Lead and coordinate the annual operations plan and budget for all areas of organization.
- Lead the performance management process that measures and evaluates progress against goals for each division of the organization.
- Provide all faculty and staff with a strong day-to-day leadership presence.
- As appropriate, in cooperation with the President, be a visible and effective representative of OVU to various constituencies.
- Coordinate the activities and monitor the progress of the organization's officers and other key personnel.



- Monitor and direct key impact measurements.
- Must be an individual that understands, values, and is able to communicate the role of academics, admissions, fundraising, student services, human resources, athletics, finance, and technology in order to provide an environment that is cohesive in its approach and direction.
- Work with the board of directors and present to the board at meetings.
- Performs assessments of various aspects of the University's functions.

Major areas of responsibility:

1. **Staffing.** The goal is to hire and support an outstanding group of employees and make OVU a “best place to work in the Mid-Ohio Valley.”
 - Provide executive leadership to ensure that OVU has excellent staff and faculty.
 - Lead the charge for investing in OVU employees.
 - Establish benchmark human resource standards and systematically move toward these standards.
 - Establish an appropriate HR group to help support employees.
2. **Strategy, Planning & Budgeting.** The goal is to provide effective leadership for strategic planning & budgeting efforts of the University to ensure that University is a good steward of the resources God provides and effectively serves the stakeholders of the University.
 - Providing executive leadership for the planning and financial functions of the University.
 - Supporting the work of the Controller and Business Office staff.
 - Developing and maintaining a “balanced scorecard” or other accountability methods as a means of effectively communicating University goals and evaluating progress toward University goals.
 - Leading the University community in the discussion of strategic issues that face the University.
 - Establishing planning processes that are informed by and receive feedback from assessment processes of the University.
 - Provide leadership for campus master planning process.
3. **Systems, Policies, and Infrastructure Support.** The goal is ensure that appropriate systems, policies, and infrastructure are established to ensure effective and efficient operations and service to University stakeholders. This includes appropriate physical plant and technology infrastructure to support the education of students and campus business operations.
 - Supporting the work of the Operations and Information Technology management by providing executive leadership and prioritization for all physical plant and technology infrastructure projects of the University.
 - Developing effective human resource policies and practices.



- Encouraging the breaking down of functional silos and the establishment of cross-disciplinary processes that benefit all stakeholders.
4. **Strategic Enrollment Management.** The goal is to ensure a healthy and growing enrollment in accordance with the strategic plan of the University through:
- Providing senior-leadership for recruiting and retention efforts of the University. Since all segments of the institution impact both recruitment and retention, this responsibility will reach across every element of the University's academic and administrative operations.
 - Supporting the work of the Director of Student Services and the Dean of Student Life and others who directly impact student enrollment.
5. **Student Experience.** The goal is to continue to enrich the student experience at OVU through:
- Providing senior leadership for the student life functions of the University.
 - Supporting the work of the Dean of Student Life.
 - Developing a strategic plan to enrich the quality of the student experience.

Authority:

- Signature authority for the University.
- Direct University operations, in particular areas reporting directly to EVP/CFO.
- Administrative development of annual budget, financial statements, financial aid & tuition and fees.
- Oversee development of the University's policies & procedures.

Knowledge/Skills/Abilities:

- A strong personal relationship with Jesus Christ.
- Demonstrate a passion for breaking new ground to lead change.
- Be able to lead and build the capabilities of a driven, bright, and diverse team.
- Management experience with a not-for-profit organization.
- Record of exceeding goals and a bottom line orientation.
- Evidence of the ability to consistently make good decisions through a combination of analysis, experience, and judgment.
- A high level of business acumen including successful P&L management, the ability to balance the delivery of programs against the realities of a budget.
- Strong problem solving, project management and creative skills.
- An ability to transition organizations through difficult economic environments.



- Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Ability to effectively build organization and staff capacity, develop a top-notch workforce, and the processes that ensure the organization runs smoothly.
- Exceptional capacity for managing and leading people, a team builder with the ability to connect with staff both on an individual level and in large groups.
- Capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team in order to put them into positions to succeed.
- Enjoy working hard and meeting challenges.
- Able to act and react as necessary, even when limited information is available; not afraid to take charge of a situation; and can overcome resistance to leadership and take unpopular stands when necessary.
- Broad experience with the full range of business functions and systems, including the strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- Demonstrated track record of community and church involvement.
- Faithful, active member of the Churches of Christ.

Education and Training:

- A four-year degree is required. A graduate degree is highly desired.
- A valid driver's license.
- Computer skills required: Microsoft Word, Power Point, Excel, and Outlook.

Work Conditions:

- Standard office hours.
- Attendance at evening and weekend events is required.
- Some travel may be required year-round.
- Compensation depending on experience; usual and customary benefits.

Please note that Ohio Valley University is affiliated with churches of Christ, and, as allowed under federal law, demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.