



Elmhurst  
University

# VICE PRESIDENT FOR BUSINESS AND FINANCE

*Search Prospectus*

190 S. Prospect Avenue, Elmhurst, Illinois 60126  
elmhurst.edu

## INTRODUCING ELMHURST UNIVERSITY

### MISSION

Throughout its 150-year history, Elmhurst University has inspired intellectual and personal growth in our students, preparing them for meaningful and ethical contributions to a diverse, global society.

### VISION

Elmhurst University aspires to be a national leader in undergraduate and graduate education, recognized for the success of our students and alumni, our innovative faculty and staff, and our local, national, and international partnerships.

### CAMPUS AT A GLANCE

Founded in 1871, Elmhurst attracts students from across the nation and around the world. In small classes, our students work closely with faculty members who are accomplished scholars and professionals—but above all, they're dedicated teachers. Elmhurst has more than 70 majors, 17 graduate programs, and evening and online programs for adults.

Located in a beautiful suburb 30 minutes from Chicago, Elmhurst University combines the close-knit learning environment of a small school with the endless opportunities of a world-class city.

On campus, our students enjoy all the classic amenities of college life, from the wide-open green space of our University Mall to cozy student lounges. The 48-acre grounds are an arboretum, with more than 800 trees and plants; our traditional red-brick buildings boast smart classrooms and current computer technology.

What's more, the University has a long tradition of environmental stewardship. From low-impact lighting and permeable paving to a Gold LEED-certified residence hall, Elmhurst incorporates green principles throughout campus life.

On July 1, 2020, we officially changed our name from Elmhurst College to Elmhurst University. The change more accurately reflects Elmhurst's current educational profile as a comprehensive higher education institution offering undergraduate and graduate programs in the liberal arts and applied sciences, while anticipating opportunities for new programs and partnerships.

Throughout the 2021-2022 academic year, we will be celebrating the 150th anniversary of our founding with exclusive looks back into our history, special events and more.





## About Elmhurst University

- Welcome to Elmhurst University: [www.elmhurst.edu/about](http://www.elmhurst.edu/about)
- Our Location and Campus: [www.elmhurst.edu/about/location](http://www.elmhurst.edu/about/location)
- Key Facts and Figures: [www.elmhurst.edu/about/facts-figures](http://www.elmhurst.edu/about/facts-figures)
- Campus Arboretum: [www.elmhurst.edu/about/location/arboretum](http://www.elmhurst.edu/about/location/arboretum)
- Elmhurst U. News: [www.elmhurst.edu/news](http://www.elmhurst.edu/news)

## About the City of Elmhurst, DuPage County, and Chicago

- About Elmhurst and Chicago: [www.elmhurst.edu/about/location/city-elmhurst-chicago](http://www.elmhurst.edu/about/location/city-elmhurst-chicago)
- Explore Elmhurst: [exploreelmhurst.com](http://exploreelmhurst.com)
- About DuPage County: [www.discoverdupage.com](http://www.discoverdupage.com)
  - Elmhurst in DuPage: [www.discoverdupage.com/communities/elmhurst](http://www.discoverdupage.com/communities/elmhurst)
- “Close to Everything, Unlike Anything” City of Elmhurst Video (a little dated—we’re still Elmhurst College—but fun): [www.youtube.com/watch?v=GZF8AgPEFh0](http://www.youtube.com/watch?v=GZF8AgPEFh0)

## VICE PRESIDENT FOR BUSINESS AND FINANCE

Elmhurst University is accepting applications for its next Vice President for Business and Finance

### THE POSITION

Reporting to the President, the Vice President for Business and Finance will serve as the Chief Financial Officer of the University and is responsible for the direction of finance, financial aid, human resources, risk management and certain contract service relationships.

The selected candidate will work closely and collaboratively with all sectors of the University's constituencies, providing ongoing communication, education and knowledge of the University's financial objectives, conditions and strategies while promoting a strong culture of service.

This position will supervise the University's Controller, Executive Director of Human Resources, Dining Partner, Bookstore Partner, and an executive assistant.

### QUALIFICATIONS

- Master's Degree in finance-related field or an MBA
- Five years of experience in similar higher education setting preferred
- A strong work ethic and visibility on campus
- Will provide a long-term commitment and dedication to the University
- Ability to work collegially with Cabinet peers and across University community
- Excellent written and verbal communication skills
- CMA, CPA, or other advanced financial/accounting certification is preferred
- Previous oversight of human relations management is preferred
- Skilled and confident in making presentations to the Board and other campus and community stakeholders
- Ability to pass a criminal background screening process



### ESSENTIAL FUNCTIONS

#### Collaboration

- Maintain solid communications with the President, Cabinet and senior administration to assure that all relevant financial information is available to them on a timely basis and in an easily understood and useful format.
- Maintain a strong Finance and Administration division staff capable of and accountable for delivering quality financial services to the student body and other constituencies. Provide ongoing management and training to broaden individual as well as contingency management capabilities.
- Maintain transparent and effective communication with the faculty and staff to assure that business and financial policies, procedures and financial/budgetary controls are understood, as well as compatible with the overall needs of the University.
- Maintain strong customer service advocacy for students and other employees. Instill this culture in subordinate departments.
- Provide leadership that embraces entrepreneurship and strategic partnership to develop alternate revenue streams and collaborative synergies.
- Provide mentorship and support professional development within all areas reporting to this position.

## Presidential Support

- Develop and maintain partnership with the President and provide regular, direct and timely support to the President to assure his abilities to communicate accurately on all relevant business and financial issues concerning the University.
- Serve the President directly, whenever necessary, as financial communicator to the Board, faculty and staff, students, alumni, parents, donors, and any other segments of the community.
- Maintain an active and visible presence on campus, required to assist effectively with information flow.
- Serve as a liaison to Board of Trustees and Board committees including Audit, Business and Finance, and Investment Committees.
- Recommend policies and programs relative to group insurance and staff benefits for employees.

## Financial Management and Reporting

- Oversee, manage and implement the accounting, financial planning, financial management and administrative functions necessary for University operations.
- Develop and maintain a five-year financial planning model for use by the Administration and by the Board of Trustees.
- Administer the University's investments, endowment spending, and other spending policies with emphasis on a strong stewardship of funds.
- Provide fiscal leadership for effectively directing and coordinating the budget process to structure fiscally sound operating and capital budgets.
- Provide ongoing and effective budgetary administration and control.
- Obtain long- and short-term financing as may be necessary to meet the financial requirements of the University.
- Establish procedures for accounting and maintenance of records for all federal grants and appropriations, and prepare or provide data for all required reports.

## Administration

- Serve as a member of the President's Cabinet and oversee the following functional areas within the University:
  - accounting and budgeting
  - financial aid
  - all related systems of internal control
  - preparation for and coordination of the annual external audit
  - investment management
  - human resources management
  - procurement services
  - delivery of business support services (bookstore, food services, etc.)
- Manage purchasing and secure competitive bids for all contracted services.
- Oversee the development and administration of a comprehensive University protection and loss prevention program.
- Serve as liaison to University's outside legal counsel.
- Act as Compliance Officer with issues affecting the University as a whole.

## Leadership

- Model a service orientation to help others do their job, knowing when to lead and when to support.
- Satisfactorily resolve all problems relating to business, financial, or human resources that are not resolved at subordinate levels.
- Demonstrate a strong commitment to continuous improvement and organizational change and development.
- Support mission, vision and values of Elmhurst University.
- Perform other duties as assigned.



## APPLICATION

Applications and nominations should be submitted electronically to **Robert Head and Cheryl Hyatt** at [elmhurst@hyatt-fennell.com](mailto:elmhurst@hyatt-fennell.com).

Applications should include a Microsoft Word attachment or PDF including the following:

- Letter of interest
- Current resume
- Contact information for five professional references

Nominations should include:

- Name of nominee
- Current contact information

For additional information, contact Robert Head at [rhead@hyatt-fennell.com](mailto:rhead@hyatt-fennell.com) or Cheryl Hyatt at [chyatt@hyatt-fennell.com](mailto:chyatt@hyatt-fennell.com) or call (724) 242-0476.



*Elmhurst University is an equal opportunity employer. The University will continue to administer all employment matters without regard to race, color, national origin, age, religion, gender, sexual orientation, disability, or Vietnam era or disabled veteran's status.*