



Graceland University invites applications for the position of Vice President for Business and Finance.

The new Vice President for Business and Finance (VPBF) will engage with president Dr. Patricia H. Draves, who is entering her second year leading the university. An experienced administrative team, a deeply committed faculty and an engaged board of trustees make up the leadership team that will be completed with a new VPBF. Together, these groups will continue to develop and implement an innovative and strategic higher education program that builds upon its rich history and leads to the development of graduates prepared for success.

Founded in 1895 by the Community of Christ church as a nonsectarian Christian institution, Graceland University continues its founding values and enduring principles of inclusivity, respect, worth of all persons and social justice. Graceland has consistently been recognized by The Princeton Review as a “Best in the Midwest” university, and, after a comprehensive review process in spring of 2017, the Higher Learning Commission (HLC) renewed Graceland’s accreditation.

With approximately 2,000 students and a dedicated faculty and staff, Graceland provides an outstanding opportunity for a talented financial leader with proven success.

One University – Two Campuses

- The Lamoni, Iowa, residential campus encompasses a beautiful living and learning environment of 170 acres and 28 buildings. It is a striking blend of attractive, architecturally interesting buildings, a picturesque lake, and expansive athletic and recreational fields. Resch Science and Technology Hall, Shaw Center for the performing arts and The Helene Center for the Visual Arts are among the finest facilities of their kind. The community of Lamoni is quintessential small-town living complete with cobbled downtown streets, a single-screen movie theater and a corner coffee shop. Situated along I-35, Lamoni is within easy driving distance of Des Moines, Iowa and just a little further to Kansas City, Missouri.
- The Independence, Missouri, campus is just a few minutes west of the historic Independence Square. The campus sits on nine beautifully landscaped acres with a modern three-story building featuring a 275-seat auditorium, spacious atrium, classrooms, skills labs and an award-winning health services library. The campus is conveniently accessible from almost any point in the Kansas City metro area.

Mission

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

Values

Graceland values learning, wholeness and community.

Graceland encourages the development of these values for the enrichment of lives and the betterment of the world.

About Graceland

47

Academic programs

18

varsity athletic teams

37%

of Lamoni students are minorities

43

student clubs and organizations

99%

of residential students received financial aid

Equal Opportunity Employment has been, and will continue to be, a fundamental principle at Graceland University, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, creed, gender identity, religion, sex, age, national origin, disability, sexual orientation or any other protected characteristic by law. This policy applies to all policies and procedures relating to recruitment and hiring, benefits, termination and all other terms and conditions of employment. Questions or concerns should be referred to the Human Resources Office.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and complete employment eligibility verification paperwork.



Strategic Vision

Graceland's strategic vision is an ongoing dialogue that continually asserts the primacy of student learning through exceptional academics, experiences and value through growth. Graceland has established six strategic pathways to support this vision.

Financial Outlook

Graceland completed a successful \$75 million comprehensive campaign that raised a total of more than \$77 million, ending Dec. 31, 2015. Over \$50 million of the total was in cash for operating, endowment, grants, Shaw Center renovations, the Fitzgerald Fitness Center and completion of Resch Science and Technology Hall. For the next three years, Graceland will focus on capital improvements on the Lamoni campus and student scholarships.

The university maintains an operating budget of approximately \$35 million. Its endowment stands at approximately \$55 million, including a public seminar subsidiary (SkillPath), which has provided over \$126 million to Graceland since it was purchased in 1995. Graceland carries approximately \$29 million in debt. Graceland balances its budget each year and is in year three of a fiscal plan that will build reserves and the endowment for long term sustainability.

Strategic Pathways

1.	Academics for the Future
2.	Holistic Student Experiences
3.	Strategic Enrollment and Retention Growth
4.	Financial Stability and Learning Environment
5.	Distinctive Value
6.	Collaborative and Innovative Community

The Opportunity – Essential Duties and Responsibilities

The Vice President for Business and Finance (VPBF) serves as the Chief Financial Officer for the university and is a key member of the university's administrative leadership team, providing both strategic leadership and operational management to the university. The VPBF reports directly to the president and assists Graceland's vice presidents and senior leaders on all strategic and tactical matters as they relate to financial forecasting, cost-benefit analysis, budget management, resource allocation, and the securing of new funding when such funding comes through financial, investment, real estate and related markets. The position will be based from either the Lamoni or Independence campus with travel to the other campus weekly.

The VPBF also has primary operational responsibility for the business services area, including financial oversight and audit, human resource office, information technology services, facility services, outsource partners, contracts and plant operations. The VPBF has five staff members as direct reports, with over 65 total employees within the business and finance areas.

The VPBF is responsible for leading university initiatives (building projects, ERP integration, etc.) and plays a primary role in university strategic planning and the university's campus master plan. The VPBF also serves as the financial liaison and sits on the Board of Directors for Graceland's subsidiary, SkillPath. The VPBF will serve as the primary staff liaison for Board of Trustees Business Services and Audit committees.



Functions

(30%) 1. Financial Strategy Development and Implementation. The VPBF has a broad strategic portfolio that includes collaborating with the president and vice presidents to put the university's resources to best use in advancing its mission.

(30%) 2. Chief Business Officer. The VPBF provides leadership, insight, vision and an integrated financial planning that optimizes resources in support of the university's mission and strategic priorities.

(10%) 3. Committee Liaison. Serves as the primary liaison to the business services and audit committee and related committees of the Board of Trustees.

(30%) 4. Operational Responsibility. Supervises the Accounting Office, Business Services, Facility Services, Information Technology, Human Resource Office, Bookstore contract management, and (with VP for Student Life) provides contractual oversight of food service vendor.

Qualifications and Skills

The successful candidate will possess at least five years of exceptional leadership in a high-level financial role, track record of successful strategic and fiscal planning, strong professional ethics and a commitment to the mission of a liberal arts private university with residential undergraduates and on-line learners at all levels. In addition:

- Bachelor's degree in finance, business or accounting, or related field – master's preferred, CPA optional
- At least five years of financial experience, including high-level management experience with the day-to-day financial operations of an organization of at least 40 employees
- Knowledge of not-for-profit accounting preferred with demonstrated evidence of familiarity of national trends and best practices in higher education finance
- Ability to think creatively, collaboratively and strategically
- Experience in operational and strategic planning, policy development and financial analysis
- Good digital, written and oral communication skills with the ability to articulate a financial vision and to motivate the Graceland community to use its resources efficiently and creatively
- An open, collaborative and engaging management style that promotes partnerships and builds strong relationships both across the campus and communities

Supervisory Responsibilities/Direct Reports: Human Resources, Informational Technology Services, Facility Services, Accounting, Bookstore and Food Service Contract.

Other Requirements: Travel to both campuses, some overnight and some evening/weekend working hours required. Successfully pass a background investigation.

Candidates are asked to submit the following electronically in MS Word or Adobe PDF:

1. a letter of interest that directly addresses the leadership opportunity outlined in the profile above,
2. a resume, and
3. the names, addresses and telephone numbers of four references. References will not be contacted without first securing the permission of the candidate. Candidate materials should be received by Sept. 1, 2018.

Please submit application materials and any questions to VPSearch@graceland.edu.