



EXECUTIVE SEARCH PROFILE

VICE PRESIDENT FOR FINANCE & ADMINISTRATION



**SAINT
JOSEPH
COLLEGE**

C O N N E C T I C U T



R.H. PERRY & ASSOCIATES
SEARCH COUNSEL TO HIGHER EDUCATION



THE OPPORTUNITY

To play an important leadership role in an administration that is poised to take the College to its next level of achievement; to build on the accomplishments of the past by introducing new best practices and increasing revenue sources beyond tuition.

THE COLLEGE

Saint Joseph College is a comprehensive institution with career-focused undergraduate, graduate, and certificate programs. Enhanced by the Catholic intellectual tradition and the values of its founding Sisters of Mercy, the College allows students to thrive in a culture of achievement and collaboration. It offers solid professional training grounded in the liberal arts and is consistently cited on the national level for the quality of its academic programs.

The College serves the needs of a diverse, intergenerational student body through the Women's College; the co-educational Weekend Program for Adult Learners; and the co-educational School of Graduate and Professional Studies. With small classes taught by expert faculty, the Women's College provides a value-centered education in an environment that fosters leadership and creativity. Adult learners in the Weekend Program receive the same high-quality education along with a flexible schedule of in-class and online courses. Similarly, the School of Graduate and Professional Studies understands the demands of working adults and allows them to earn master degrees at their own pace.

Saint Joseph College has two model laboratory schools that serve as training sites for students: The Gengras Center, a special needs facility located on campus, and The School for Young Children, an early childhood education center located one block from campus.





THE COLLEGE *(continued)*

The College's 84-acre campus also features six residence halls, the McGovern Dining Hall, The O'Connell Athletic Center, the Information Technology Network Center, The Pope Pius XII Library, and The Carol Autorino Center for the Arts and Humanities which houses The Saint Joseph College Art Gallery, the Hoffman Auditorium and the College Archives.

The Women's College, Graduate School and Weekend Program for Adult Learners together represent more than 1,900 students who are diverse in terms of age and cultural and socio-economic backgrounds.

Nearly 850 undergraduate students are in the Women's College, with 48% as residential and 52% as commuters. Students excel in academics, place a high priority on community service, field successful sports teams and find enrichment in co-curricular opportunities in the arts.

In addition, the undergraduate Weekend Program enrolls nearly 125 adult learners and the Graduate School enrolls over 970 students. The College is accredited by the New England Association of Schools and Colleges (NEASC) and has specialized accreditation in six programs. Its Carnegie classification is Master's M.

MISSION:

Saint Joseph College, founded by the Sisters of Mercy in the Roman Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women.

The College is a community which promotes the growth of the whole person in a caring environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.



CORE VALUES

Catholic Identity: Saint Joseph College is grounded in its heritage as a Catholic institution, expressing the Catholic tradition in an ecumenical and critical manner.

Commitment to Women: Saint Joseph College encourages, inspires and challenges each woman to develop every aspect of her personhood, intellectual, spiritual, social, emotional and physical.

Compassionate Service: Saint Joseph College promotes, supports and facilitates caring service as an integral part of all teaching and learning experiences.

Academic Excellence: Saint Joseph College provides a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers.

Respect/Integrity: Saint Joseph College demonstrates respect and reverence for all people and fidelity in personal witness.

Hospitality: Saint Joseph College is a welcoming community where its relationships are based on openness, inclusivity and mutual respect.

Multiculturalism/Diversity: Saint Joseph College is committed to fostering the growth of an inclusive community that welcomes differences among community members and benefits from them.

BACKGROUND

Saint Joseph College's current Vice President for Finance & Administration has served in this role since 2005. Under his leadership, Saint Joseph College has had four consecutive years of budgetary surpluses, and increased its endowment by a third to more than \$20 million before the decline of the market. Additionally, the College built two new residence halls, and has been engaged in creating the Saint Joseph College School of Pharmacy, which is scheduled to welcome its first class in Fall 2010 at an off-campus site in Hartford.

The College currently is engaged in a number of ambitious restructuring projects. In addition to the new School of Pharmacy, Saint Joseph College has converted its overall structure from divisions to schools this year, and will be hiring a Provost to oversee these academic changes. A campus master plan was just completed, and the College is in the process of planning a major fund-raising campaign for the School of Pharmacy and other initiatives.

The vice president will serve on the Executive Council, and will report to Dr. Pamela Trotman Reid who became president of Saint Joseph College in January 2008. Dr. Reid came to the College from Roosevelt University in Chicago, where she was provost and executive vice president. A Ph.D. psychologist by training, she has held teaching and administrative positions at public and private institutions of differing sizes. The Saint Joseph College faculty and staff are excited and energized by her leadership and new initiatives, especially the School of Pharmacy.



CHALLENGES

Major Challenges facing the next vice president for Finance & Administration include:

- Practicing fiscal responsibility while identifying opportunities to increase the revenue base of an institution that is heavily tuition-dependent;
- Communicating confidently to a variety of College constituencies and cultivating strong lines of communication with faculty; working closely with Trustees on the Audit and Finance Committees, and the Facilities and Investment Subcommittees; managing the College's relationships with outside financial institutions, including banks and bond companies/agencies;
- Overseeing three significant business units – the College, the model schools, and auxiliary services – and striving to achieve balanced budgets in each; managing and directing the activities of a variety of departments including the Business, Information Technology, Facilities, Campus Safety, Human Resources, and Food Services areas, as well as the Bookstore and Arts and Humanities Center.
- Continuing to grow the College's endowment while working with the institution's investment managers;
- Ensuring annual budgets that are consistent with, and support, the College's Strategic Plan, and monitoring those budgets to ensure an operating surplus, maintenance/improvement of the key financial ratios, and compliance with fiscal bond covenants;
- Advising the president and senior administrators on all strategic operating, business, financial, and facilities initiatives involving the College; and
- Implementing best management practices; educating others on the importance of these practices and how they will improve their academic and administrative operations.

QUALIFICATIONS

The vice president for Finance and Administration is the chief financial officer and reports directly to the president of the College. The CFO will be a key player in the president's Executive Council.

The president, governing board, and college community seek a vice president who is a strategic thinker, team leader and player, and who:

- Is a person who supports and upholds the mission of the College; embodies integrity;
- Has a record of achievement in senior level financial management, with knowledge of higher education preferred and an M.B.A. degree and/or CPA designation strongly preferred;
- Demonstrates expertise in strategic planning, budgeting, and forecasting; has a track record in working with financial institutions and other external audiences;
- Has a collaborative management style, works well with others, and has strong interpersonal skills; and
- Practices open communication with all constituents; speaks well, is a good listener and a clear writer.



SAINT JOSEPH COLLEGE

KEY INDICATORS 2009

Investment in Plant, less depreciation:	\$34.64 million
Plant Replacement Insured Value:	\$128.46 million
Cost of Operating Physical Plant:	\$3.38 million
Endowment:	\$15.8 million
Budget:	\$38.7 million
Tuition:	\$26,502 (2009-10)
Student Enrollment for Fall 2009 (headcount):	963 (undergraduates) 972 (graduates) Total- 1935
Tuition Discount Rate for 2009:	35% (All) 49.6% (Freshman)
Average SAT Score:	972
Freshman Retention Rate:	75% (Fall 2008 to Fall 2009)
Graduation Rate:	Fall 2003 cohort: 46%
Living Alumni:	12,975
Number of Full-time Faculty:	85
Tenured (FT only):	50
Student/ Teacher Ratio:	11:1 (2008-09)
Degrees:	B.A., B.S., M.A., M.S.
Library Volumes:	137,500 (including e-books and journal subscriptions)
Athletics League:	Great Northeast Athletic Conference NCAA- Division III Eight Varsity teams



APPLICATION PROCEDURES

To be considered, candidates should e-mail, as MSWord attachments, a cover letter that addresses the challenges and qualifications listed above, a current résumé, and the names, phone numbers, and e-mail addresses of three references to: **SJCCFO@rhperry.net**. Review of applications begins immediately and will continue until the position is filled.

FOR FURTHER INFORMATION CONTACT:

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POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

Saint Joseph College is an affirmative action, equal opportunity institution.

www.sjc.edu

