Saint Joseph’s College of Maine, a Catholic liberal arts college in Standish, Maine, less than 30 minutes from Portland, with an enrollment of almost 2,000 students and operating revenues of more than $36 million, is beginning a national search for a senior vice president for finance and administration (SVPFA). This is an exciting position that seeks an entrepreneurial SVP who will serve as the principal advisor to the President on the business and financial operations of the College as well as on new sources of revenue. Reporting to this position are the offices of finance, facilities and conferences and events. The SVP will serve as liaison to all relevant board committees.

The Senior Vice President for Finance and Administration (SVPFA) will be a collaborative and entrepreneurial leader who serves as the steward of the resources of the institution by ensuring the financial health of the College through leadership, direction, and oversight of the College’s financial, administrative, and entrepreneurial activities. The SVPFA serves as a principal advisor to the President and is responsible for preparing financial analysis and budgetary reports for the President and Board of Trustees.

The SVP will be a key member of the President’s cabinet and will play a major role in the ongoing development of the College’s strategic plan and in ensuring that expenses are consistent with the College’s revenue. The SVPFA will be responsible for the offices of finance, facilities, and conferences and events. The SVPFA will work closely and collaboratively with the vice president’s of enrollment and development to ensure the attainment of the revenue required to balance the College’s budget. The SVPFA will be a creative leader who will identify and develop new sources of revenue for the College. The SVPFA will also serve as liaison to all relevant board committees. The SVPFA’s responsibilities will include but not be limited to the following:

- Development and execution of the College’s budget and long-term financial plan
- Creation, development, and identification of new sources of non-tuition revenue
- Oversight of all activities of the finance office including preparation of the audit, the endowment, management of the debt, etc.
- Development of the College’s budget
- Identification of operational efficiencies throughout the College
- Management and maintenance of all campus facilities
- Oversight of all campus renovations and construction
- Management of all campus conferences and events
- Management and strategy related to the campus’s land

**CHALLENGES AND OPPORTUNITIES**

**Develop a Balanced Budget**
Saint Joseph’s, as most other small liberal arts colleges, has been fiscally challenged during the last several years with COVID further exacerbating its situation. It currently operates with a structural deficit which it must overcome in the next few years. The SVP must lead the development of a financial plan that will solve this situation through working closely with the President, his/her senior colleagues, and the board.

**Develop New Sources of Revenue and Increase Existing Revenue**

The SVPFA needs to have an entrepreneurial spirit. The College has many assets which need to be fully developed in order to produce additional revenue. S/he needs to provide the appropriate incentives and infrastructure for faculty and staff to develop new programs which can provide the College with additional revenue. The SVPFA should work to increase the net revenue provided by events, summer programs, food service and other activities. In addition, this position needs to maximize the revenue that can be generated from the College’s land as well as look for new revenue sources.

**Maintain Efficient, Cost-Effective Operation of the College**

The SVPFA should review all operations and systems in his/her portfolio to ensure that they are efficient and effective and appropriately taking advantage of technological solutions. The new SVP needs to ensure that the college has the appropriate policies in place to operate efficiently and fairly and that the policies and processes are not more cumbersome than necessary and are as paperless as possible.

**Provide Leadership to all Direct Reports and Create an Effective Team**

The SVP must have excellent management skills to lead the areas that are in his/her division. The SVP needs to mentor and develop the staff, inspire them to do their best work and ensure that they continue as a high performing team. The SVP needs to have a collegial style and be able to effectively communicate with all members of the division. S/he needs to be able to ensure that a high level of customer service is sustained, while reviewing the division’s policies and procedures.

**Gain Trust and Communicate Effectively with the Campus about the College’s Finances**

The SVPFA must be able to gain the trust of the campus and communicate clearly and effectively with all constituencies about finance and facility issues. S/he must be able to educate the campus about the implications of various alternative strategies in a clear and transparent manner which promotes understanding and support for the College’s direction and gains faculty support for new sources of revenue.

For additional information about the College, please refer to the [prospectus](#).

**APPLICANT QUALITIES AND QUALIFICATIONS**
The successful candidate will demonstrate unquestioned integrity, be an outstanding communicator, a strategic thinker and possess strong and effective interpersonal skills that engender trust and cultivate collaboration. S/he will be an exceptional financial and administrative leader with superior analytical and management skills as well as experience in the use of financial management systems and a willingness to explore new and creative opportunities for ensuring the College’s financial health. The successful candidate will be an excellent manager, be adept at managing multiple priorities simultaneously, be entrepreneurial in spirit, willing to think outside the box and take prudent risks. S/he will understand the higher education landscape, shared governance, and the challenges that higher education is currently facing. S/he will be able to understand and negotiate complex financial transactions and the ability to achieve goals using influence and negotiation skills. The successful candidate will have the fortitude to make difficult choices when necessary and the ability to convey decisions with clarity.

The new SVPFA will be knowledgeable about the critical areas in the portfolio and will have experience working with boards of trustees. S/he will have at least ten years of progressively increasing experience in the finance area, managing a large staff with diverse responsibilities. Higher Education experience is highly desirable as well as experience in business, non-profits and/or other sectors. A bachelor’s degree is required and an MBA or other advanced degree is preferred.

NOMINATION AND APPLICATION PROCESS

Nominations and applications are invited for this position. Review of applications will begin immediately, and candidate material received by August 19, 2022 will be assured full consideration although recruitment will continue until an appointment is announced. Applications (including a cover letter and resume) must be uploaded here at: http://lapovsky.hiringthing.com. Lapovsky Consulting is assisting Saint Joseph’s College of Maine in this search. For nominations, questions, or additional information, please contact:

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Saint Joseph’s College of Maine is an EEO employer. The College recognizes the importance of diversity in creating a better world and stronger work environment. We are an equal opportunity employer, considering all qualified applicants and employees for hiring, placement, and advancement, without regard to a person’s race, color, religion, national origin, age, genetic information, military status, gender, sexual orientation, gender identity or expression, disability, or protected veteran status.