



VICE PRESIDENT OF ADMINISTRATION & FINANCE

Florida Polytechnic University (Florida Poly) invites inquiries, nominations, and applications for the position of Vice President of Administration & Finance. The University seeks an entrepreneurial, collaborative, and forward-thinking administrator with demonstrated experience to serve in the vice-presidential role which provides leadership for one of the University's divisions and provides critical advice to the President.

Position Summary

The Vice President of Administration & Finance will report to the President and will serve as a key member of the executive leadership team to shape financial strategies and drive operational excellence in support of the academic mission of the University. The Vice President will have the unique opportunity to play a significant role in enhancing and creating high performing, efficient teams of the University Administration and Finance division, and in enhancing both the profile and capabilities of an innovative STEM university.

Essential Responsibilities

- The Vice President will oversee those units providing support to the entire University, creating a service-oriented division. Success will be measured by how well the division provides such support. He or she will establish and manage the priorities of a new division structure that may include the following units:
 - Finance & Accounting: Provides central financial services, including budget analysis and planning, cash and investment management, collection and recording of revenues, disbursement of funds, financial reporting, fixed asset accountability and control, student financial services, and tax compliance.
 - Facilities & Safety Services: Supports facilities operations, master planning and construction, engineering, landscape and natural resources, resource management, utilities and energy services, sustainability initiatives for all University campuses and facilities, and environmental health and safety.
 - Human Resources: Serves as central partner to align human capital with university initiatives, values, and goals with a focus in talent acquisition, classification and compensation, employee relations, benefits and leave administration, learning and organizational effectiveness, records and HCM administration.
 - Procurement & Auxiliary Services: Management of all University procurement services and operations of auxiliary services, enterprise business partnerships, and contracts, including parking and transportation services, dining and vending, campus bookstores, retail operations and card services.

- Risk Management. The Vice President is responsible for managing a strategic and comprehensive University-wide risk management and insurance program and will serve as a key partner across the institution that brings an informed perspective toward improving institutional practices and realizing the University mission. The Vice President will be responsible for the development, implementation, and ongoing administration of all insurance-related forecasting, negotiations, program implementation, and administrative oversight.
- The Vice President will be responsible for bringing together units that are deeply committed to supporting the mission of the University with sharp focus on operational excellence and service. In addition, this position will play a critical role ensuring the creation of enterprise-wide projects and monitoring the success thereof.
- The Vice President must partner with and effectively support senior leaders across the University. He or she should think creatively to identify opportunities that maximize the financial and operational efficiencies of programs and services, provide analysis of strategic initiatives, and initiate and manage the change required to realize these efficiencies. This role will be critical to advancing the President’s goal of improving administrative infrastructure and systems driving efficiency and effectiveness so the University can reinvest savings in the academic enterprise, while identifying new and sustainable funding streams.
- In addition to chairing the University Budget Committee with the Provost and Executive Vice President of Academic Affairs, the Vice president will identify best practices for policies, procedures and organizational structures to promote organizational excellence and the effective stewardship of university resources across all functional areas of the institution.
- The Vice President will serve as the executive liaison to the Finance and Facilities Committee of the Florida Poly Board of Trustees and will be responsible for providing transparent and timely information to ensure the Board is able to fulfill their fiduciary responsibilities. The Vice President is expected to build strong relationships with the Florida Board of Governors, legislators, and Governor’s staff to communicate information related to the University’s finances, management of capital assets, and strategic initiatives that add value to the institution, community, and state.
- The Vice President will be a strategic thinker with the ability to analyze all aspects of the University operations and then synthesize creative solutions. He or she will ensure employment benefits are consistent across the University and will promote a “can-do” attitude that creates a culture of working together.

Qualifications

The successful candidate should be prepared to demonstrate the following qualifications:

Minimum Qualifications:

- A bachelor's degree or higher in a business-related discipline.
- At least 15 years of progressively responsible administrative and financial experience, including executive leadership roles in large, complex organizations, preferably within a higher education institution or other State/governmental agency.

- Commitment to high standards of ethical conduct, transparency, and accountability, especially for financial and/or administrative reporting within a large institution.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions across a large, complex organization.

Preferred Qualifications:

- Master's Degree or higher and/or professional certification.
- Knowledge of Lean Six Sigma, or similar process and efficiency improvement strategies.
- Success implementing change across an organization with a diverse set of stakeholders, including institution- and state-level governing boards.
- Experience facilitating inclusive enterprise-wide planning, business prioritization and resource allocation processes resulting in increased effectiveness and/or efficiencies.
- Experience leading the financial planning and reporting, and budget appropriation and allocation process for a public organization with various revenue streams and auxiliary enterprise.
- Success building effective teams, developing, and retaining talented staff, and leading a diverse organization.
- Experience working within a system of shared governance that encourages participation in the decision-making process and administrative accountability.
- Experience working closely with an organization's governing board and presenting financial and operational reports and strategy.
- Experience ensuring compliance within an environment with complex federal and state laws and regulations and experience with managing audits of the financial arm of the University.
- Ability to formulate and articulate sound policies and identify, resolve, and consult on a wide range of administrative and financial issues with a clear sense of institutional needs and priorities.
- Success leveraging enterprise systems and technology to provide accurate, timely, and relevant information to decision-makers.
- Experience working with external entities to identify mutually beneficial partnerships to advance the University's academic mission and operational excellence.

Other Characteristics:

The successful candidate should possess the following qualities and characteristics:

- Desire to work in an organization that lives by the following [culture fundamentals](#).
- Proven commitment to transparency, integrity and demonstrated values aligned with those of Florida Poly.

- Demonstrated ability to foster a community that holds all its members accountable for creating, supporting, and championing diversity, equity, and inclusion.
- Desire to listen to stakeholders and understand the mission, vision, values, and history of Florida Poly.
- Successful record of enabling and encouraging innovation while also mitigating risks.
- Willingness to question status quo and courage to make hard decisions benefitting the University.
- Demonstrated commitment to service with a positive, proactive, and enthusiastic outlook.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to thrive in a dynamic, fast-paced environment.

About the University:

Located in Lakeland, Florida, between Orlando and Tampa, Florida Polytechnic University is the 12th and newest University in the State University System of Florida. Florida's only public university for engineering and technology dedicated to science, technology, engineering, and mathematics (STEM), the institution was opened in 2014 to provide both a rigorous academic institution and a powerful resource for high-tech industries.

Anchored by a spectacular marquis building designed by internationally renowned architect Santiago Calatrava, Florida Poly is on the cutting edge of high-tech STEM education. The University currently enrolls 1,500 students and employs approximately 300 faculty and staff.

Florida Poly was established to advance the state's economy by training a highly skilled technical workforce and has established a name for itself as a university with a rigorous curriculum, advanced research equipment and a focus on solving industry problems with creative solutions. The University works closely with industry-leading firms to ensure its curriculum matches industry needs and prepares students for the high-tech workforce. These partners provide students with an integrated learning experience by participating in joint teaching and research efforts, and by providing internship opportunities relevant to the unique curriculum.

Florida Polytechnic University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and ABET, the global accreditor of college and university programs in applied and natural science, computing, engineering, and engineering technology. The University has a vision to influence the economic development of the 4,000 acres that surround Florida Poly to create a robust research park that would bring together industry, academia, and government. [Click here](#) to read more about Florida Poly's blueprint for the future including its five-year strategic plan.

While applications and nominations will be accepted until a new Vice President is selected, interested applicants are encouraged to submit their materials to our consulting firm at the address below by August 30, 2021, to assure optimal consideration. Candidate materials should include a letter of interest and current resume. Please address materials to:

FPU VPAF Search
R. William Funk & Associates
2911 Turtle Creek Boulevard - Suite 300
Dallas, Texas 75219
Email: krisha.creal@rwilliamfunk.com

~Florida Polytechnic University is an affirmative action/equal opportunity/equal access institution. It is the policy of the Board of Trustees to provide equal opportunity for employment and educational opportunities to all (including applicants for employment, employees, applicants for admission, students, and others affiliated with the University) without regard to race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.~

Please note: This search is being conducted in compliance with the State of Florida Sunshine Laws.