Vice President for Finance and Administration

Blackburn College in Carlinville, Illinois invites nominations and applications for the position of Vice President for Finance and Administration (VPFA). The VPFA is a key member of the President’s leadership team, contributing to overall institutional strategy and operations. The Leadership Team consist of the Provost, Vice President for Institutional Advancement, Vice President and Dean of Student Life and the Director of Marketing and Public Relations. This individual will lead and direct the budget process and will provide administrative support and advice to the Finance and Audit Committees of the Board of Trustees. The VPFA will supervise four directors and has responsibility for the Business Office, Physical Plant, Financial Aid and Auxiliary Operations. There are 20 full-time staff members in these areas. Reporting to the President, the VPFA will join the Blackburn College community on or before January 1, 2016.

As a college that recently celebrated its 175th anniversary, today Blackburn is one of seven recognized work colleges and the only one with a student managed Work Program. It is a college where students Learn, Work, and Earn, the college offers graduates a four year head start that allows them to excel in graduate schools, professional programs and the workplace. Blackburn’s education is based upon a strong liberal arts curriculum enhanced by experiential learning in a nationally recognized, student-managed Work Program. The College’s culture encourages students to build their leadership potential through increased work responsibilities and a leadership curriculum. All resident students are required to work a minimum of 160 hours each semester.

The successful candidate will have extensive experience in financial administration and management. Candidates with experience in higher education and who demonstrate an understanding of the distinctive nature of the financial operation of a student managed Work College with an evolving mix of liberal arts and professional programs are encouraged to apply; however, candidates from other areas of financial management will be given full consideration. The new VP for Finance and Administration will have a proven track record of strategic decision-making and leadership as well as knowledge of facilities planning and management; debt management and budget development and management. A collaborative person of integrity with the ability to communicate with the Board, colleagues across the college, and external constituents is critical. Preference will be given to candidates with a Master’s degree in a related field and/or a CPA. For a detailed profile of the position, please go to www.agbsearch.com/current-searches.

The Vice President for Finance and Administration search process will involve continual review of applicants until the position is filled. For full consideration applications should be complete by September 18, 2015; however, applications will be received and considered until the position is filled. Applications must include a letter of interest, resume and five professional references with email and telephone numbers (references will not be contacted without prior authorization from the applicant). Applications and nominations should be sent electronically (MS Word preferred) to: blackburnfinance@agbsearch.com

The search is being assisted by:
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Blackburn College is an equal opportunity employer.