



# OTTERBEIN UNIVERSITY

## **Leadership Profile** **Chief Financial Officer & Vice President for Business Affairs**

### **The Opportunity**

The Chief Financial Officer & Vice President for Business Affairs (CFO & VPBA) leads the Division of Business Affairs, comprised of three areas: Business Services, Controller, and Facilities Management & Planning. The role supervises 7 direct reports and manages a total team of over 50 staff. The CFO & VPBA reports to the President and is a key member of the University's leadership team and officer of the University, contributing to the overall University strategy and operations. This institutional leader will collaborate with the President and leadership to direct and oversee financial activities and controls of the University. They will offer strategic thinking, vision, innovative ideas, and approaches to the team they manage and to senior leaders. They will lead and direct the planning process of all major capital projects and meet all reporting requirements.

The CFO & VPBA will lead the oversight of the Controller's Office, Budget Office, Business Services, Risk Management, Facilities Management & Planning, Office of Human Resources, Information Technology Services (outsourced), and Bookstore (outsourced). The CFO & VPBA will be responsible for a budget of \$68 million and assets of approximately \$250 million.

The CFO & VPBA serves the Otterbein University governing board by staffing its Audit and Risk Management Committee and Financial Resources Committee to enable the Board of Trustees' management of its fiduciary duties. The CFO & VPBA will partner with other institutional leaders to produce multiyear projections for revenue and expenses to support institutional long-term planning and budget development and will facilitate a culture of data-informed decision making and best practices in all areas of their work.

### **Leadership Priorities**

- Continue traditional undergraduate growth through need-based aid allowing more underserved populations to attend college, a focus on experiential learning and career preparation.
- Partner with the Institutional Advancement team to support all areas of fundraising and the execution of major capital and comprehensive fundraising campaigns.
- Enhance campus buildings and grounds, with a special focus on student life facilities, through an upcoming comprehensive campaign and other funding mechanisms.
- Create a multi-year planning model allowing the University and its Board to make strategic decisions beyond the current fiscal year.
- Work with the Board and institutional partners on investment portfolio management.

- Contribute to a culture of innovation and accountability, including a grass-roots process for launching new curricular and co-curricular programs, performance-based pay for all employees, and data-driven decisions about unit performance and resource allocation.
- Create and execute campus master planning, with a focus on space efficiency.
- Engage with local and state leaders, community organizations, and corporations in ways that expand the University's reach and connection.
- In partnership with University leaders at Otterbein and Antioch Universities, bring appropriate expertise as Otterbein executes the goals and priorities of the new Coalition for the Common Good (CCG), including decision making related to shared services of some functions.
- Communicate with the full campus community on all matters of business affairs in transparent ways that build understanding, trust, accountability, and buy-in.

## About Otterbein University

*Nationally recognized for its innovation and excellence in undergraduate teaching —Otterbein stands in the top 20 overall in the Midwest Regional Universities and #12 in Undergraduate Teaching Excellence as part of U.S. News & World Report's "Best Colleges" for 2023-2024.*

Otterbein is a regionally accredited liberal arts university known for its pace-setting innovation and its inclusive, close-knit community. Not afraid to be out ahead of the pack, Otterbein has a history of striving to do what's right, not what is popular. That bold spirit finds Otterbein recognized for its nationally groundbreaking integrative studies curriculum; its standing among the country's first coeducational institutions; its commitment to preparing every student for professional and career readiness through individualized mentoring, advising, and immersive experiences; and its long-standing values in serving and advancing the common good most recently expressed as a co-founding member of the new national Coalition for the Common Good.

Otterbein is committed to diversity, equity, inclusion, and belonging. After years of steady growth, the University celebrates the most diverse class in its history (Class of 2027) with 36% students of color and 38% of the class being federal Pell grant recipients. Otterbein believes every student and employee should not only feel welcome, but that every member of its community should be able to live authentically. Otterbein considers diversity a source of innovation, creativity, and human flourishing and is proud to be the first institution in Ohio named a national Truth, Racial Healing, and Transformation Campus Center by the Association of American Colleges & Universities (AAC&U).

Central to its mission, Otterbein is committed to educating the whole student. Otterbein graduates are prepared to stand out as professionals and leaders and are recognized for advancing their professions and communities. The Otterbein READY program, a four-year career and professional preparation program that guarantees every student will graduate with at least one high impact immersive experience, is just the newest innovation out of the Student Success and Career Development office. A survey of the Class of 2022 showed that 96.3% percent of students were either employed, in graduate school, or serving in the military within six months of graduating, and that 84% of graduates were working in a field related to their major or minor or had started their own business.

Otterbein's perfect location in picturesque Westerville, Ohio — just minutes away from downtown Columbus, the nation's 14th largest city — makes internships and networking worldwide a reality for undergraduate and graduate students while enhancing the quality of life for those who call central Ohio home. Otterbein offers more than 63 undergraduate academic programs, graduate programs in allied health, education, business administration, nursing, and a Doctor of Nursing Practice, as well as professional development programs.

Otterbein is the proud co-founder of the Coalition for the Common Good, a first of its kind national system of private non-profit universities organized around a shared mission of educating students not only to advance their careers but also to promote the common good, including democracy, social justice, equity, inclusion, and engaged global citizenship. The Coalition establishes a national graduate and adult learner program while allowing undergraduate members to retain their distinctive brands, athletics, and academic programs.

At its core, Otterbein is about opportunity. From the University's earliest days, the people of Otterbein have asked themselves one thing: how do we provide a life-changing education for all who are eager to learn and lead? This is a big promise to keep that strengthens each year as Otterbein graduates go out into the world with more of their potential realized, their knowledge enriched, and their commitment to the common good expanded.

To learn more about Otterbein and the campus community, please visit [www.otterbein.edu/about/](http://www.otterbein.edu/about/).

## **Location**

[Westerville](#) is a residential community of 36,000 residents on the northeast side of [Columbus, Ohio](#), offering a small-town atmosphere with all the conveniences and opportunities of a big city. Otterbein's 140-acre campus is accented by Towers Hall, which was constructed in 1872 and is listed on the National Register of Historic Places.

## **Otterbein by the Numbers**

**2,357** Total enrollment as of Fall 2023.

**2,119** Undergraduate students representing 25 states and 2 countries.

**60%** of new students come from Central Ohio.

**36%** students of color in the entering class, up from 12% in 2013.

**38%** of 2023 enrolling students were federal Pell grant eligible.

**82%** first-year retention rate.

**52%** four-year graduation rate.

**69%** six-year graduation rate.

**1/3** of entering students are recruited athletes.

**22** Division III varsity sports, having just added Women's Wrestling which will debut in Fall 2024.

**50+** Staff in the Business Affairs Division.

**\$68** Million budget.

**\$250** Million in assets, approximately.

## **The Coalition for the Common Good**

Otterbein co-founded, with Antioch University, the Coalition for the Common Good, a first of its kind national system of private, non-profit universities committed to education for a more just society. The cornerstone of the Coalition is a shared, national graduate and online adult learner program while allowing members to retain their distinctive undergraduate programs, branding, and messaging. The Coalition provides members the scale necessary to support the millions of adult learners with some college and no degree without cannibalizing the resources necessary for successful traditional, residential undergraduate programs.

The Coalition offers Otterbein undergraduates a number of benefits, including Study Away programs at member campuses and an exciting Graduate Early Admission Program (GEAP) that allows an Otterbein undergraduate to apply during their junior year, and if admitted, take 9 graduate school credits during their senior year, covered by their banded undergraduate tuition, that count toward both the Bachelors and Masters degrees, saving students time and cost to their graduate degree. Currently, three GEAPs have been approved in Clinical Mental Health Counseling, Art Therapy, and MBA/Management. Additional programs in Education, Environmental Studies, and Gender Affirming Therapy are under discussion. Market research indicates that 83% of prospective undergraduates would be more likely to apply to a private university if it were a member of a system with benefits like those above.

Otterbein will be transferring the majority of its graduate programs to the Coalition over the next four years, with the exception of local initial teacher licensing programs that are heavily intertwined with the undergraduate education program.

In support of the Coalition, the CFO & VPBA contributes to the execution of a Shared Services Organization, collaborates with counterparts at Antioch, and provides critical information to staff working to execute CCG goals and priorities.

## **Qualifications**

Applicants must have an advanced degree (or equivalent combination of education and experience) in business administration, public administration, accounting, finance, or related field. Certified Public Accountant designation preferred but not required.

Applicants should have a significant and progressive record of successful leadership experience in a supervisory role within Business Affairs; a proven track record of financial planning with a proactive, decisive style that correlates with long term goals and mission; strong financial analytical and reporting skills; experience in managing debt; significant line-management experience in a variety of financial areas, preferably including experience in supervising the physical plant and human resources; the ability to establish external relationships and negotiate with financial entities (i.e., line of credit, rating agencies, bond holders, etc.); experience with risk management strategies.

Applicants should be highly motivated and self-directed with the capacity to integrate diverse constituencies (students, faculty, staff, facilities, services) within an overarching financial plan; have experience with the development or modification of enterprise resource planning systems; have excellent working knowledge and experience in higher education practices and regulations. Active engagement in NACUBO and one or more regional affiliates is preferred.

## **How to Apply**

Otterbein University is being assisted by Academic Search. Prospective candidates may arrange a confidential discussion by contacting Dr. Dan DiBiasio at [Dan.DiBiasio@academicsearch.org](mailto:Dan.DiBiasio@academicsearch.org) or Andrea Cowsert at [Andrea.Cowsert@academicsearch.org](mailto:Andrea.Cowsert@academicsearch.org). Applications and nominations should be submitted electronically to [OtterbeinCFO@academicsearch.org](mailto:OtterbeinCFO@academicsearch.org). Applications must include a cover letter that addresses the priorities and qualifications described in this leadership profile; a curriculum vitae; and a list of at least three professional references with contact information, including telephone and email, and a note indicating the candidate's working relationship with each. References will not be contacted without the explicit permission of the candidate. This position is open until filled, but only applications received by **April 28, 2024**, can be assured full consideration. Anticipated start date: June/July 2024.

Upon acceptance of a contingent job offer, Otterbein University, with the assistance of a third-party firm, conducts a background check and credit screening in compliance with the Fair Credit Reporting Act. All information obtained is held in strict confidence.

**Otterbein University is an Equal Opportunity Educator and Employer.**

Beyond this, Otterbein University is committed to increasing the diversity of its faculty and staff to reflect its student body and the communities it serves. Candidates with diverse backgrounds are encouraged to apply. Visit [www.otterbein.edu/about/careers/](http://www.otterbein.edu/about/careers/) to learn more about employee benefits.