



Charles R. Drew University of Medicine and Science

MERVYN M. DYMALLY COLLEGE OF NURSING

VISIT CDREWU.EDU TO LEARN MORE.



Inviting Applications and Nominations for

Director of Administration and Budget



Charles R. Drew University of Medicine and Science (CDU), a private, nonprofit, community-founded, and student-centered University is seeking an accomplished and detailed financial administrator to serve as **Director of Administration and Budget** in the Mervyn M. Dymally College of Nursing.



ABOUT THE UNIVERSITY

Charles R. Drew University of Medicine and Science, located in the Watts-Willowbrook area of South Los Angeles, was founded in 1966 with a vision of creating a world without health disparities. CDU offers undergraduate degrees, graduate degrees, and certificate programs across a range of health and medical professions including nursing, X-ray technology, medicine, biomedical science, public health, computed tomography, physician assistant, and psychology. Since its inception, CDU has helped nearly 10,000 students start or accelerate their careers in the medical and health professions. The University is comprised of the College of Medicine (COM), the College of Science and Health (COSH), and the Mervyn M. Dymally College of Nursing (MMDCON).

CDU is the second-most diverse university nationally in terms of student and faculty diversity. The University has earned designation as a minority-serving institution by the U.S. Office for Civil Rights and is recognized by the Department of Education (DOE) under Title III B as a Historically

Black Graduate Institution (HBGI). One of only four Historically Black Medical Colleges, CDU is also a charter Hispanic Serving Health Professions Schools member as well as a member of the Hispanic Association of Colleges and Universities.

The California Wellness Foundation has estimated that one-third of all minority physicians practicing in Los Angeles County are graduates of CDU or come from CDU's residency training programs. More than 85 percent of CDU's students report that they intend to practice and provide much-needed care in underserved communities following graduation. A Brookings Institute college evaluation system called CDU a "hidden gem," positioning the University third in the nation for providing the greatest value-added boost to alumni in occupational earnings power. In the 2019 U.S. Department of Education College Scorecard, CDU ranks as the 7th highest college in California in median annual earnings of former students one year after graduation.

Mervyn M. Dymally College of Nursing

The South Los Angeles area surrounding CDU has the highest concentration of racial/ethnic minorities and is the most socioeconomically disadvantaged community in Los Angeles County. To tackle the growing demand for nurses who can provide health care in South Los Angeles and similar communities across the nation and throughout the world, CDU opened the Mervyn M. Dymally School of Nursing in fall of 2010. The school was the first comprehensive nursing program to open in Southern California in decades, and the first ever of its kind in South Los Angeles.

In 2017, MMDCON received a 10-year accreditation from the Commission on Collegiate Nursing Education (CCNE) and began a Baccalaureate of Science in Nursing completion program for RNs from Diploma and Associate Degree programs and this program has been extended to a concurrent curriculum. In 2018, the school partnered with Ross University School of Medicine, a for-profit medical school in Barbados, to educate doctors for South Los Angeles, since Charles R. Drew University typically receives more than 3,000 medical school applications, but only has space for 28 medical students each year.

In Spring 2019, MMDCON began the Master of Science in Nursing and Post Master of Science in Nursing in the Psychiatric Mental Health Nurse Practitioner (PMHNP). Currently, MMDCON enrolls more than 400 students in all nursing programs.



OUR VISION

Excellent health and wellness for all in a world without health disparities.

OUR MISSION

Charles R. Drew University of Medicine and Science is a private non-profit student centered University that is committed to cultivating diverse health professional leaders who are dedicated to social justice and health equity for underserved populations through outstanding education, research, clinical service, and community engagement.

OUR VALUES

Community: At CDU, community encompasses historically underserved, underresourced, and underrepresented groups such as those in South Los Angeles and around the world that are impacted by health disparities. As a value, “community” is the binding spirit that inspires and drives our unique approach in preparing health professionals dedicated to social justice and health equity.

Leadership: At CDU, we hold ourselves accountable and define our collective and individual responsibility as a catalyst for change necessary to reduce and eliminate health disparities. As a value, “leadership” means we embrace our role as a pioneer in health education and research.

Excellence: At CDU, excellence is the highest quality performance in our operations, interactions, activities, and service to our community. Excellence invokes the desire to challenge and transcend the status quo. As a value, “excellence” represents the transformation we seek in ourselves and in our students, faculty, and staff.

Diversity: At CDU, diversity is defined by the multiple perspectives and ideas, plurality of cultures, variety of ethnicities, and differences in individuals within our communities. As a value, “diversity” represents a quintessential element of humanity and social justice for all.

Integrity: At CDU, integrity is the strength of character necessary to remain true to our values even in the face of adversity. As a value, “integrity” is conducting trustworthy, ethical, and respectful education, research, clinical, and other services in our committed engagement with underserved communities.

Compassion: At CDU, compassion is empathy for the plights and predicaments of disadvantaged populations. As a value, “compassion” propels us to hear the voiceless, compels us to advocate for the oppressed, and obliges us to seek relief for the deprived.



THE OPPORTUNITY

The College of Nursing (CON) **Director of Administration and Budget** reports directly to the CON Dean and assists in leading the administrative and financial activities of the college. As a member of the CON leadership team, the Director serves as control point administrator for CON.

The Director is responsible for oversight of all CON funds, accounts, HR activities and strategic planning and development for CON programs. They will refine and implement financial and administrative policies for CON and assist in guiding strategic planning efforts. Included in this responsibility is administrative responsibility for all the CON units and its academic departments including related business contracts and MOUs with internal and external organizations.

The Director will ensure integration and consistency of systems and process across CON and alignment with the larger University.

Essential Duties & Responsibilities

Administration and Finance

- Serve as principal advisor to the Dean, providing interpretation of policies, procedures, and regulations in a wide variety of fiscal, regulatory, and administrative matters.
- Develop, recommend, and implement policies and processes to ensure the efficient and effective use of CON resources and overall compliance with University standards.

- Provide financial, human resources, security, information technology, space, and facilities oversight for the CON.
- Represent CON on a variety of campus and system-wide committees focused on business planning, financial management, compliance, regulatory matters, as well as: information technology, investment, and implementation, ensuring that CON is a responsive and proactive campus leader.
- Effectively interact with faculty, staff, and students, representing CON's interest to campus, governmental, professional, and private entities.

Development

- Provide overall strategic leadership for development and alumni relations.
- Develop and execute effective strategies, obtain private sector funding from individuals, alumni, corporations and foundations.
- Assist the CON Dean and the Office of Strategic Advancement (OSA) with the evaluation, cultivation, solicitation, and stewardship of significant prospects and donors.
- Maintain and nurture relationships with the Dean's Advisory Council members.
- Participate in developing future development outreach and communications strategies.

Strategy

- Assist the Dean and CON leadership team with setting strategic objectives that respond to the CDU strategic planning document including initiatives for research, education, and development
- Translate national trends in nursing education to CON leadership and stakeholders in order to promote innovation in CON outreach, accreditation committees, and other learning activities, scholarly and educational initiatives, faculty development and inter-professional education
- Track the performance of CON's education and outreach program through common metrics and share results with CON leadership team

Supervisory Actions

- CON administrative/clerical and support personnel
- All CON Work-Study Students.
- Assigning and scheduling work activities.
- Monitoring workloads/levels.
- Performance counseling/coaching.
- Planning and evaluating performance.
- Providing on-the-job training.
- Reviewing and checking work.
- Hiring new employees.
- Determining salary actions.
- Disciplining/terminating employees.
- Promoting/demoting employees.
- Mentoring faculty and staff.

Other Duties and Responsibilities

- Performs other duties as assigned or requested

Qualifications/Requirements

Education

- Bachelor's degree required. An advanced degree in finance, academic administration, business management, strategic planning is an advantage

Experience

- 5 plus years of progressively responsible academic management experience

Knowledge, Skills & Ability

- Ability to understand and articulate academic values/goals
- Ability to work collaboratively with academic leadership, students, alumni, and volunteer leadership
- Must be able to establish objectives, set performance standards, organize, and motivate staff to achieve fundraising and alumni relations goals
- Must have a strong track record of successfully closing major-and principal-level gifts and engage in academic and strategic planning at all levels of the organization
- Ability to analyze and solve problems
- Ability to communicate effectively, both verbally and in writing
- Ability to create, compose and edit written materials
- Ability to gather data, compile information and prepare reports
- Ability to make administrative/procedural decisions and judgments
- PC proficient with working knowledge of PowerPoint, Access, and Word





- Database management skills
- Records maintenance skills
- Detail oriented
- Skills in organizing resources and establishing priorities
- PC proficient and the ability to utilize the MS Office platform, including Word, Excel, etc

Complexity

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous inquiries is paramount to success in this position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional stooping.
- Frequent standing.
- Constant walking, sitting.
- Climbing, reaching high/low levels
- Finger movement / feeling
- Speaking clearly, hearing conversationally, and seeing far and near.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- No unusual working conditions.

Mental Demands

- The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Frequent variety of unrelated tasks. Constant calculating, interrupted work, a variety of interrelated tasks, and use of sustained concentration, reasoning, judgment, resourcefulness, analytical ability, and ingenuity.

Special Requirements

- Ability to work effectively with a diverse community.

Dr. Gail Washington

Dean of the Mervyn M. Dymally College of Nursing

Gail Washington, DNS, PHN, RN, FAAN, was appointed as Dean of the Mervyn M. Dymally College of Nursing at Charles R. Drew University of Medicine and Science in April 2022 following an extensive national search. Dr. Washington has more than 25 years of professional experience as an educator, visionary leader, and researcher in higher education.

Dr. David M. Carlisle, President, and CEO of CDU, has emphasized the nursing profession's vital role in health care and society and Dr. Washington's pivotal role in guiding the MMDCON. "Dr. Washington's experience, knowledge, and passion towards creating the next generation of nursing professionals and leaders, combined with her dedication to addressing health disparities among the vulnerable population, is truly a windfall of CDU in general and our nursing students in particular." Prior to her appointment at CDU, Dr. Washington served as the Director of the Patricia A. Chin School of Nursing at California State University, Los Angeles (CSULA), a role she held since 2016. Dr. Washington joined the CSULA faculty in the Fall of 2002 and held multiple leadership positions before becoming a Professor and Director.



Dr. Washington's educational journey started at Clemson University of South Carolina with an Associate Degree in Nursing. She obtained a bachelor's and Master of Science in Nursing from Drake University in Iowa followed by a Doctorate in Nursing Science from Louisiana State University. Her research concentrates on health disparities, vulnerable populations, quality of life, and instrument development.





Community Center at Magic Johnson Park

Willowbrook Community, South-Central Los Angeles

The unincorporated community of Willowbrook offers residents a combination of urban, suburban and rural qualities, and provides family-oriented amenities for people of all ages. Willowbrook is ideal for those looking for a charming multicultural, and diverse neighborhood. Not only is the area a transportation and health hub for residents of South Los Angeles, it also is a bustling community with many things to see and do.

There are ample outdoor activity areas in Willowbrook including the vibrant 126-acre Magic Johnson Park, Washington Carver Park, and Chester Washington Golf Course. Foodies will appreciate

Willowbrook's diverse culinary offerings including numerous soul food, and authentic Mexican restaurants. Journey into Willowbrook's cultural heritage by visiting the African American Firefighter Museum or visit the famous Watts Towers.

Willowbrook is home to the Martin Luther King Community Healthcare Campus that reopened in 2014. The mission of MLK Community Health is to provide quality health care for residents of South LA.

The education system in Willowbrook is highly rated. Children in the area may attend the Los Angeles Unified School District or the Compton Unified School District, and there are numerous private schools a short distance away.

When looking for the next place to call home there are many reasons to choose Willowbrook.

Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) All application packets must include the following:
 - A letter of interest
 - Curriculum vitae or résumé
 - At least four references with full contact information including e-mails (References will not be contacted without consent from applicant.)
- 2) **Submit application packet** (preferably as PDFs) to **MMDCON-DirAdmin@myersmcrae.com**, open until filled. Additional information will be requested upon receipt of application. Applications will be accepted until the position is filled.

Nominations

Submit nominations to **MMDCON-DirAdmin-nominate@myersmcrae.com** with complete contact and e-mail information for the individual being nominated.

Consultant

Jennifer Barfield, Executive Vice President of **Myers McRae Executive Search and Consulting**, is assisting Charles R. Drew University with this search. Request a conversation regarding this search at **JenniferBarfield@myersmcrae.com**.



Statement of Non-Discrimination: Charles R. Drew University of Medicine and Science (CDU) does not discriminate on the basis of race, color, sex, sexual orientation, gender, gender identity or expression, age, marital status, religion, disability, national origin, ethnic origin or prior military service in any of its policies, procedures or practices, including admission policies, educational policies, fellowship and loan programs, employment policies, and other University-administered programs and activities.