



Reinhardt University

VISIT REINHARDT.EDU TO LEARN MORE.



Inviting Applications and Nominations for

Vice President of Finance & Administration





Reinhardt University, a private, comprehensive institution grounded in the liberal arts and affiliated with the United Methodist Church, invites applications for an experienced and innovative financial leader to serve as **Vice President of Finance & Administration** (VPFA). This position is expected to start in January 2024.



ABOUT THE UNIVERSITY

Since 1883, **Reinhardt University** has maintained its educational mission to offer a quality, accessible education focused on individual success and meeting student needs one person at a time. Reinhardt provides a diverse learning community in an accepting environment where individual uniqueness is encouraged.

Reinhardt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Reinhardt offers more than 40 undergraduate programs and seven graduate programs online and on campus, ranging from business and education to music and theater. In 2024, Reinhardt was ranked by *U.S. News and World Report* as number 16 in Best Value Schools, 34 in Regional Colleges in the South and 75 in Top Performers on Social Mobility. Reinhardt has a total undergraduate and graduate enrollment of more than 1,200 students. With a student faculty ratio of 12:1, students are more engaged, focused, and disciplined.

Reinhardt University provides quality places to learn, both on campus and online. The University offers a beautifully landscaped campus with inspiring views and a tranquil atmosphere. The Hill Freeman Library and Spruill Learning Center holds 131,000 books, periodicals, and audiovisual materials. Other buildings at Reinhardt include the Falany Performing Arts Center, which houses the university's music and communication programs and performance space, the Fincher Visual Arts Center, and the Brown Athletic Center. Reinhardt is also home to the Funk Heritage Center, Georgia's Official Frontier and Southeastern Indian Interpretive Center.

Known as the Eagles, Reinhardt's athletic teams are members of the National Association of Intercollegiate Athletics (NAIA), primarily competing in the Appalachian Athletic Conference (AAC). Reinhardt competes in 24 intercollegiate sports including men's baseball, basketball, cross country, football, golf, lacrosse, soccer, tennis, track & field, and wrestling. Women's sports include basketball, cross country, flag football, golf, lacrosse, soccer, softball, tennis, track & field (indoor and outdoor) and volleyball.

Strategic Plan

In September 2023, the Board of Trustees of Reinhardt University approved a new strategic plan for the University—“Widening the Fields of Endeavor: Advancing the Vision,” which focuses on three overarching initiatives: 1) **Ensure a Constructive Culture**; 2) **Enrich the Learning Environment and the Living Community**; and 3) **Establish a Vital Institution**. Each initiative is followed by an objective and strategies for achievement.

The strategic initiatives, objectives, and strategies in the plan will guide the University community toward a broader and deeper engagement with its values of learning, serving, and leading.

Through these commitments, Reinhardt University will thrive as an institution, prepare this generation for a life of promise and hope in a world of uncertainty, and contribute constructively to our local community, our state, our nation, and our world.

Honor Pledge

Reinhardt University is a community of learners committed to the integration of faith and learning in the education of the whole person. As a partnership of students, faculty, and staff, we are dedicated to intellectual inquiry, academic freedom, and moral development.

We are devoted to the principles of integrity, honesty, and individual responsibility.

Therefore, in all our personal and academic endeavors, we will strive to represent our institution with integrity, purpose, and pride; demonstrate honest behavior and expect honesty from others; and accept responsibility for our own words and actions.



THE OPPORTUNITY

Reinhardt University seeks an experienced and innovative leader who will embrace the collegiality of campus life and collaborate on campus-wide initiatives designed to create efficiency, effectiveness, and growth to serve the University's higher education mission. The Vice President of Finance & Administration actively leads all financial and campus administrative activities and business strategies of the University. This executive team member also works closely with Trustee chairpersons who have oversight of the finance, buildings and grounds, and investment and benefits committees.

Top candidates will bring at least 10 years of progressive business and leadership experience in higher education, revealing a steady increase in responsibility and title. Candidates will also show success in quality management through strategic planning, coordination of actions toward achieving goals, teambuilding, collegiality, and influence. The ideal VPFA will be able to demonstrate a drive to effectively manage the University's resources as well as strategically plan for growth through financial acumen. The VPFA must be able to lead people as well as manage financial resources to achieve efficiency and effectiveness to serve the mission of Reinhardt.

Primary Responsibilities & Duties

- The Vice President of Finance & Administration (VPFA) serves as the Chief Financial and Administrative Officer and reports directly to the president.
- The VPFA will assist in fulfilling the mission of Reinhardt University by leading all financial activities of the University to include budgeting, cash flow reporting and forecasting, accounting, and investing
- The VPFA will direct the production and review of financial reports and summaries.
- The VPFA will manage the University's banking and financial relationships and creating forecasts to predict future financial outcomes.
- The VPFA will work closely and collaboratively with senior executive team members on the strategic planning and implementation of key actions for university stability and growth.
- The VPFA will be expected to review current financial planning processes and procedures and make adjustments to improve the financial efficiency of university operations; these actions may include identifying areas in need of reorganization, resourcing, downsizing, or phase out, while maintaining robust completion of Reinhardt's educational mission.
- The VPFA will oversee the services and vendor contracts for the University's business functions, including technology, facilities, dining, human resources, public safety, insurance, and risk management.
- The VPFA reports directly to the University President to ensure accurate and timely financial reporting to the Board of Trustees.
- The VPFA is charged with directing all aspects of accounting and business operations, policies, and systems, including overseeing all transactions related to general ledger, receivables, payables, payroll, and financial reporting.
- The VPFA manages all policies and procedures required to ensure compliance with federal, state, and local financial, insurance, taxation, and property requirements; ensuring all records and reported results comply with generally accepted accounting principles (GAAP) or international financial reporting standards.
- The VPFA will collaborate with external auditors to provide information needed for the annual audit as well as developing and coordinating relationships with lending/financial institutions and insurance providers.
- The VPFA will provide strategic guidance regarding capital financing options to support University growth needs.
- The VPFA will analyze the University's financial results with respect to income, trends, costs, and compliance with budgets.
- The VPFA will manage University cash flow.
- The VPFA leads efforts to respond to accreditation standards related to finances and administration.
- The VPFA establishes an annual university budget and leads the budget committee, serves as primary liaison to the university General Counsel, acts as a liaison with the University Board of Trustees on matters of finance and administration, and serves on university committees, councils, workgroups, or other designated bodies as assigned.



Ideal Disposition & Experience

- A spirit of collaboration, inquiry, and self-reliance
- Outstanding leadership abilities with demonstrated successes guiding people and organizations
- Excellent communication and interpersonal skills that advance thoughtful but expedited action
- Strong analytical and problem-solving skills, specifically using data to inform decision-making
- Ability to lead and develop a financial and university administrative strategic plan to support the mission and vision
- Knowledge and understanding of shared governance principles
- Ability to work in collaboration and collegiality with a variety of constituents, including students, faculty, staff, board members, community members, and fellow administrators
- Ability to work collaboratively with offices of admissions, advancement, financial aid, student affairs, academic affairs, and others to support students

- Understanding of the importance of using technology to advance work efficiencies
- Collegiality, integrity, and good will and humor

Qualifications

- Master's degree in business or finance from an accredited institution required
- Ten years of leadership experience overseeing a budget of \$20M or more, preferably at private higher education institution(s)
- Certified Public Accountant designation
- High proficiency in Microsoft Office (Word, Excel, SharePoint, Teams, Outlook)
- Interest in learning financial software to improve reporting
- Capacity and interest in professional development, which may include travel
- Understanding and experience with meeting SACSCOC financial standards, *preferred*





Mark A. Roberts, Ph.D. **Reinhardt University President**

Dr. Roberts was appointed as the 21st President of Reinhardt University in April 2021. To the position of president, Dr. Roberts brings twenty-five years of private higher education experience. Under President Tom Isherwood, Roberts was hired in 2013 as vice president for academic affairs and dean of the faculty. President Kina Mallard named him Reinhardt University's first Provost in January 2017. Soon after, he was promoted to Executive Vice President. In these roles, and among many accomplishments, Roberts integrated student affairs and academic administration, leading to an improved first-year experience and increased retention rates. At the onset of the COVID-19 global pandemic, Roberts led the University successfully through its initial crisis response, and in July 2020, the Board named him Interim President.

Dr. Roberts's tenure at Reinhardt has been one of expanding opportunity and leading growth. Since 2013, Dr. Roberts has worked collegially with faculty and staff to secure grants in support of academic excellence. Included in these successes are grants from the Goizueta Foundation, National Science Foundation, Department of Justice, and National Endowment for the Humanities. Among his many achievements in program development, in collaboration with Reinhardt faculty, Dr. Roberts has strengthened and launched an academic school, several degree programs and an academic center: Reinhardt's Cauble School of Nursing & Health Sciences, the Etowah Valley Master of Fine Arts (MFA) in creative writing, the Master of Science in sport administration & leadership, and the Center for Innovative Teaching and Engaged Learning (CITEL).

President Roberts earned a bachelor's and master's degree in English literature and language from Middle Tennessee State University. He earned a Ph.D. in interdisciplinary studies in the humanities at the Union Institute and University. His scholarly publications and presentations focus on Appalachian cultural identity and American poetry. A creative writer at heart, Dr. Roberts has numerous poems published in literary journals and poetry anthologies.



Reinhardt University is an equal opportunity institution. The University is committed to providing equal education and employment opportunities to all qualified persons regardless of their economic situation or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information.



Cherokee County Georgia

Home to Reinhardt University's main 525-acre campus, Waleska, Georgia, is a small town nestled in the heart of Georgia's High Country at the foothills of the Blue Ridge Mountains.

Cherokee County is the second fastest growing and seventh largest county in Georgia. The County is home to the cities of Waleska, Canton, Ball Ground, Holly Springs, and Woodstock. Each city has a unique culture and provide residents and visitors with ample amounts of shops, craft breweries, wineries, and entertainment options. Some of the major points of interest in Cherokee County include Gibbs Gardens, the Georgia National Cemetery and Lake Allatoona.

Primarily known as a college town, Waleska is an ideal place for those looking for a laid-back lifestyle. Waleska has numerous outdoor attractions including

Lake Arrowhead, Cline Park, Mount Garland, Waleska Park, and the Wiley Creek Duck Preserve.

Reinhardt University is also home to Funk Heritage Center. As Georgia's Official Frontier and Southeastern Indian Interpretive Center, Funk Heritage Center's mission is to tell the story of the early Appalachian Settlers and Southeastern Indians through educational programming and the collection, care, and exhibition of art and artifacts

Conveniently located (Waleska is about 45 minutes northwest of Atlanta, and 80 minutes south of Chattanooga, Tennessee.), residents in Cherokee County have all the benefits to urban experiences at the fingertips.

Whether looking for an adventure or the next place to live, there are many reasons to live, work, and play in Cherokee County, Georgia.

Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) All application packets must include the following:
 - A letter of interest;
 - Current curriculum vitae or résumé;
 - At least four references with full contact information including e-mail (References will not be contacted without consent from applicant.)
- 2) **Submit application packet** (preferably as PDFs) to **Reinhardt-VPFA@myersmcrac.com**. **Review of applications will begin December 15, 2023.** Additional information will be requested upon receipt of application. Applications will be accepted until the position is filled.

Nominations

Submit nominations to **Reinhardt-VPFA-nominate@myersmcrac.com** with complete contact and e-mail information for the individual being nominated.

Consultant

Brianna Douglass with **Myers McRae Executive Search and Consulting** is assisting Reinhardt University with this search. Request a conversation regarding this search by e-mailing **BriannaDouglass@myersmcrac.com**.

