

**Boise State University**  
**Boise, Idaho**

**Position Specifications**  
**Associate Vice President for Budget and Planning**  
**January 2015**

Prepared by:  
Summit Search Solutions, Inc.



**BOISE STATE UNIVERSITY**

[WWW.BOISESTATE.EDU](http://WWW.BOISESTATE.EDU)

## THE OPPORTUNITY

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### About the Institution:

Founded in 1932, Boise State is Idaho's metropolitan research university, located on a 175 acre main campus and situated less than a mile from Boise's downtown capital city. In its 82<sup>nd</sup> year, Boise State is truly coming of age in higher education. Award-winning faculty, students, alumni and staff have put Boise State on the map with breakthrough research and records of achievement. The University is seeking research one status.

- Ranked among the nations and West's "Top Up-and-Coming Schools" in U.S. News and World Report's "America's Best Colleges" issue.
- Recognized by the Carnegie Foundation for the Advancement of Teaching with its Community Engagement Classification.
- Idaho's first Executive MBA program, accredited by AACSB International, the gold standard for accreditation.
- Students and alumni include two Rhodes Scholars, a Truman Scholar, a Mitchell Scholar, four Goldwater Scholars, a USA Today Academic All-American, several NCAA Academic All-Americans and NCAA post-graduate scholars, and many Fulbright scholars and professors.
- Home to Boise State Distinguished Educator in Residence and former NASA astronaut Barbara Morgan, who is providing vision and leadership to the State of Idaho on science, technology, engineering and math education.

With more than 22,000 students, the University offers studies in nearly 200 fields of interest. Undergraduate, graduate, doctoral and technical programs are available in seven colleges: Arts and Sciences, Business and Economics, Education, Engineering, Graduate Studies, Health Sciences, Social Sciences and Public Affairs. Through partnership opportunities and relationships close to home, Boise State is dedicated to research, innovation and student experiences that drive economic development and contribute to a vibrant and healthy community. For more detail see [www.boisestate.edu](http://www.boisestate.edu).

## THE POSITION

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The **Associate Vice President for Budget and Planning** reports directly to the Vice President of Finance and Administration and has primary responsibility for the University's budget and financial planning responsibilities. The successful candidate will be a strong, collaborative leader with excellent communication and interpersonal skills. The University's budget leader must be a competent decision maker and have the ability to efficiently analyze information and issues to serve the needs of individual units while understanding the overall impact on the University's strategic goals. He/she must have the ability to effectively communicate strategies, ideas, concerns and propose solutions and strategies to meet financial objectives. This position requires strong financial planning and resource management experience as well as the ability to conduct and interpret financial analyses and develop sophisticated budget models and forecasts. The University's budget leader supervises a dedicated professional staff and ensures exceptional customer service.

**Specific Duties:**

- Administers and coordinates all aspects of the University's budget programs, processes and activities.
- Ability to lead a transformation of the University's current incremental budget process to an incentive based process that measures the return on investment in achieving quality improvements, increasing enrollments and meeting financial targets.
- As traditional revenue sources stabilize or decline, develops a model to incent new revenue growth and incorporate these revenue streams into the ongoing budget process.
- Serves as the University's budget representative for State Board of Education and State of Idaho budget issues. Supervises the University's external budget process, including preparation, review and submission of the operating and capital budget requests.
- Develops and delivers key presentations to University leadership and departments, external oversight agencies and other constituencies.
- Supervises the development, preparation, presentation and communication of the University's budget process for all fund sources.
- Develops budget strategies and recommendations and provides critical information to the Vice President of Finance and Administration. Serves as a primary liaison for campus leadership, faculty, staff, and students on strategies and plans related to budgets and financial plans.
- Oversees the development of timely budget and financial information to inform University departments of key trends and issues. Provides consultation and recommendations to solve or improve negative financial trends.
- Monitors key budget metrics and reports, and analyzes multi-year trends and impacts. Develops presentations with key data and indicators.
- Serves in a key leadership role for the annual tuition and fee request process, provides financial information and analyses that incorporates enrollments and key trends to support the process.
- Integrates University plans (e.g. strategic, development, enrollment, capital construction, and technology plans) into the budget process. Works closely with enrollment services, institutional research and provost's staff on enrollment and academic planning activities.
- Develops and proposes budget models and systems to improve budget processes, information and integration with key systems such as human resources, payroll and finance.
- Coordinates budget responsibilities with the University's finance and human resources operations to ensure that position management and compensation processes are properly managed.
- Recruits, supervises, develops and retains a high quality staff with excellent financial skills and a commitment to providing a high level of service and transparency to the University community.
- Demonstrates vision and creativity and is sensitive to the multi-faceted nature of a university environment.

**Qualifications:**

- Bachelor's degree in accounting, finance, or other business-related field required; Master's degree in business, finance, or public administration preferred.
- Minimum of eight years recent applicable experience in financial/budget management, with at least five years in a management and leadership role at a large organization. ***Strong preference for higher education budgeting experience.***
- Expertise in the following areas:
  - Budget models and forecasting techniques
  - Budget and financial information systems
  - Development and implementation of a strategic budget and planning process
  - Leadership, communication and supervisory skills

**Compensation:** An attractive compensation package will be commensurate with experience.

**PROCEDURE FOR CANDIDACY**

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Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4603193&portalID=42743>

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*Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups. EEO/AA Institution, Veterans preference.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the higher education sector. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Summit has offices in NY, NC, MI, CO and CA.



## BOISE, IDAHO

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### Listed by Kiplinger in the top 10 places to live within the United States

Boise City enjoys a high quality of life, low cost of living, and diversified economy with companies specializing in microchip technology, solar products, aircraft services, rail engines, agribusiness, and regional medical centers.

Evidence of Boise's unmatched quality of life is readily apparent across the campus. Fly-fishing enthusiasts can hook a trout in the shadow of the Albertson's Stadium. A walk or ride down the Greenbelt path, most of it paved, runs along 23 scenic miles of the Boise River and takes you past



swimming holes, a whitewater park, and the ballpark where future Chicago Cubs take their first professional swings as Boise Hawks. Turn in another direction to join hundreds of floaters and tubers on hot summer days, cyclists, stand-up paddle-boarders and rock climbers who take to the cliffs above the Boise River. For food lovers, Boise hosts two farmer's markets downtown and a growing menu of local and national restaurant options from food trucks and steak houses to unique international cuisine.

Boise State alumni, students, faculty and staff are driving forces behind Boise's reputation as one of America's most creative cities. In addition to a visual arts scene anchored by the Boise Art Museum, it is home to the Idaho Shakespeare Festival, the Boise Contemporary Theatre and the Boise Philharmonic. The relationship between the arts community and campus will take another leap forward with the completion of a new Fine Arts Building along Boise State's main entrance and adjoining the city's cultural district.



Boise, Idaho, is a city dedicated to sustaining the harmony between nature and culture. Nicknamed the "City of Trees," Boise is the state's largest and the capital city.

*For additional information on Boise, please visit:*

Boise Chamber of Commerce, <http://www.boisechamber.org/>

City of Boise Idaho, <http://www.cityofboise.org/>

Boise Active (Visitor's Bureau), <http://www.boise.org/visitors/>