

Maryland Institute College of Art (MICA)
Baltimore, MD

Position Profile

Associate Vice President for Finance and Business Affairs
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Prepared by:
Summit Search Solutions, Inc.



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MARYLAND INSTITUTE COLLEGE OF ART

www.mica.edu

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The Institution

Founded in 1826 – **Maryland Institute College of Art (MICA)** is the oldest continuously degree-granting college of art in the nation. MICA is committed to expanding the role of artists and designers as creative citizens who bring cross-cultural, social innovation and economic justice perspectives to their work, and who contribute to the vitality of the arts in Baltimore, the region, and the world. Through educational programs and public events, MICA accelerates the knowledge, skills, habits, and work of creative people who are self-reflexive, visionary, and entrepreneurial. The innovative curriculum, well-equipped campus, and world-class faculty all have a single purpose: provide the education, experiences, and resources needed to prepare the artists and designers who will lead in the 21st century.

MICA has become the leader in the education of artists and designers by fostering a community of talented, creative individuals committed to redefining the boundaries of art and design and to expanding their own vision and perspective through rigorous study.

The College enrolls nearly 2,300 undergraduate, graduate and continuing studies students from 49 states and 65 countries in fine arts, design, electronic media, art education, liberal arts, and professional studies degree and non-credit programs. Redefining art and design education, MICA is pioneering interdisciplinary approaches to innovation, research, and community and social engagement. Alumni and programming reach around the globe, even as MICA remains a cultural cornerstone in the Baltimore/Washington region, hosting more than a hundred exhibitions and events annually by students, faculty and other established artists.

- Ranked in the top 10 of MFA programs in the visual arts, #3 in Graphic Design, #3 Sculpture, and #4 in Painting/Drawing by *U.S. News & World Report*.
- In each of the past nine years, MICA has been listed as a top producer of Fulbright Fellows among specialty schools by *The Chronicle of Higher Education*, and was ranked No. 1 in 2008-09, in 2012-13 and in 2013-14.
- Named one of the top two studio arts programs in the country by *Parade* magazine.
- Listed among the 25 best U.S. design schools by *ID* magazine.
- Selected as a top 20 U.S. design school by *GDUSA* magazine.
- The *Princeton Review* named MICA a "Best Northeastern College" each of the last eight years.
- Enrolled 100% of Presidential Scholars in visual arts and photography who selected an art college in 2008 and 2012—consistently enrolls the most Presidential Scholars in visual arts.
- The SAT scores of entering freshmen are 222 points above the national average.

President Hoi recently led the university community through an inclusive, collaborative strategic planning process. Click here to view the [MICA 2020 Strategic Plan](#).

Location: Baltimore, MD

The Position

The **Associate Vice President for Finance and Business Affairs** reports to the Vice President and Chief Operating Officer and will work closely with the senior leadership of the College to help achieve the strategic goals of the institution. S/he is responsible for overseeing the business affairs of the College, developing and directing effective strategic budget and planning processes, performing high quality financial analyses along with actionable recommendations, leading the conversion to a new Information Systems platform, and communicating financial information and insights to the MICA community.

Direct reports include:

- Budget Director
- Controller
- Director of Student Account Services
- Director of Payroll
- Manager of College Store

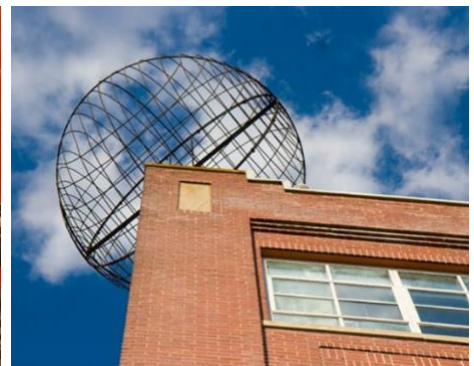
Position responsibilities:

- Oversees the College's financial planning process and supports strategic decision-making by developing a comprehensive understanding of the financial complexities and competing needs of the organization, and developing useful and robust analyses and long-term financial models to inform discussions of critical issues.
- Works collaboratively with other division leaders to develop opportunities to increase revenues in other areas of the college.
- Leads a team that will implement a new Finance and HR Information Systems platform.
- Leads strategic efforts aimed at strengthening MICA's cost structure through efficient, cost effective operations.
- Negotiates, drafts and provides advice on vendor contracts and academic project partnerships.
- Oversees student account billing and receivables operations, and manages all accounts receivables and collections.
- Oversees the College Store and provides leadership and support of internal and external marketing with a focus on attracting new audiences and sales.
- Develops strong, collaborative relationships with administrators, faculty and staff, and communicates effectively regarding the financial health of the organization in the context of the operational and strategic priorities of the College.
- Performs financial analyses in key operating revenue and expense areas to identify key drivers, trends, benchmarks, risks and opportunities, and recommends appropriate actions. Develops and presents financial reports, metrics and analyses to increase understanding and improve decision-making.
- Develops and leads a strategic budget process that is holistic and transparent to meet the current and future needs of MICA. Proactively works with department leaders to improve financial outcomes and works with leadership to provide budgetary and analytic support to optimize the deployment of resources.
- Provides leadership for the College's annual capital budget process. Works with stakeholders to identify short-term and long-term needs for funding of capital projects and a process to prioritize those needs.
- Collaborates with the AVP for Facilities Management to support the ongoing campus renewal program. Ensures that construction projects and the campus deferred maintenance program are completed on budget and employs appropriate financial controls. Enhances the financial modeling of sources and uses underlying this multi-year plan.

- Identifies and engages with division, department and program leaders to implement changes in processes and systems to improve service and cost effectiveness in support of MICA's programs and mission.
- Oversees a financial projection/forecast process; manages sources and uses of restricted and unrestricted funds; and conducts year-end processes to manage restricted fund balances and communicates financial results.

Qualifications:

- Bachelor's Degree required, MBA or other Finance or related graduate degree preferred.
- Progressively responsible experience in financial management, resource planning, financial analysis and budget development.
- Demonstrated success in leading and managing financial and budget matters at a complex organization; experience in higher education strongly preferred.
- Knowledge or experience in accounting in a non-profit or higher education environment preferred.
- Experience and success in leading a team in implementing a new integrated Finance and HR Information Systems platform.
- Demonstrated success providing high quality analysis and recommendations that influenced outcomes and improved financial outcomes across functions.
- Ability to communicate financial information and insights directly and effectively to a variety of audiences; ability to link financial information to strategic priorities of the institution.
- Demonstrated success in working collaboratively and building effective working relationships at all levels and across functions of the organization; models and practices positive and inclusive leadership; comfortable and confident in engaging with others in managing change.
- Demonstrated ability to establish credibility and trust with broad and diverse constituencies within a complex organization based upon integrity, critical thinking, outstanding work ethic and operational performance, and excellent interpersonal skills.
- Superb analytical and writing ability.
- A demonstrated ability to relate and communicate effectively to a wide variety of people of diverse backgrounds.
- The ability to think strategically and bring together diverse groups of interests to coalesce in a unified vision.
- An open style that engages others in problem-solving and a willingness to change strategic direction when presented with new and compelling data.
- Ability to manage others through innovative structural change.
- The ability to inspire and empower staff so as to make all feel needed and valued and willing to put forth their best effort.



To Apply

Confidential review of applications will begin immediately and remain open until finalists are identified. Applications should include a cover letter outlining your interest in and suitability for this position along with your CV/resume.

To apply online, click here: [Apply Now](#)

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=10221971&portalID=5652>

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The Maryland Institute College of Art (MICA) is proud to be an equal opportunity employer. It is the policy of the College to apply recruiting, hiring, promotion, compensation, and professional development and disciplinary practices without regard to race, religion, color, age, gender identity or expression, national origin, citizenship, marital or parental status, sexual orientation, disability, or any other legally protected status. Further, MICA provides reasonable accommodation to persons with mental or physical disabilities. This policy applies to all programs, facilities, and activities provided by Maryland Institute College of Art, including but not limited to admission, educational programs, and employment.



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Baltimore, Maryland

Nicknamed the “charm city”, Baltimore offers a unique blend of historic charm, ethnic heritage and urban vitality, serving a community of people of all backgrounds and interests.

Located at the heart of the United States' east coast art corridor, Baltimore offers tremendous art resources-including the Baltimore Museum of Art, Walters Art Museum, and a thriving art scene with both underground and nationally renowned galleries featuring the work of contemporary artists. It offers easy access to the collections of the finest museums and galleries in the country. MICA offers regular, inexpensive bus trips to Washington, D.C., New York City, and Philadelphia.

Baltimore has the charm, sophistication, and amenities of a major city, but the neighborly feel of a town. There are all-night diners, avant-garde theatres, independent film festivals, ethnic restaurants, family-friendly open-air concerts and movies, gritty clubs, quirky coffeehouses, and John Waters. In 30 minutes, you can drive from the urban bustle of Baltimore’s Greek-town or Little Italy to Maryland’s vineyard and horse country.

Baltimore offers something for just about every taste and interest. You can buy groceries fresh from one of many city markets—including Lexington Market, the oldest continuously operating city market in the country—or directly from a street vendor’s pony-drawn cart. A brisk walk through Baltimore’s business district will take you from the one-of-a-kind, family-run Italian grocery Trinacria to a recently opened Whole Foods Market.

Baltimore is also probably the last urban place in America where high-ceilinged, well-lit studio space is still available and affordable for artists. The city's neighborhoods each have their own distinctive culture, architecture and charm.

Baltimore facts:

- Baltimore is in north-central Maryland on the Patapsco River to where it empties into the Chesapeake Bay.
- Boasts 347 city-owned parks.
- The site was settled in the early 17th century and founded as a town in 1729. The town was named after Lord Baltimore, the founder of Maryland, and was incorporated as a city in 1797.
- The city is independent and does not fall within any county.
- The city is home to the Johns Hopkins Hospital.

For additional information on Baltimore, please visit:

The Official Website of the City of Baltimore, MD - <http://www.baltimorecity.gov/>

Baltimore Business Journal - <http://www.bizjournals.com/baltimore/>

Baltimore Collegetown – <http://www.baltimorecollegetown.org>