

EDUCAUSE

UNCOMMON THINKING
FOR THE COMMON GOOD



POSITION PROFILE

Vice President and Chief Financial Officer

(Remote Position)


February 2022

In partnership with Summit Search Solutions, Inc.



EDUCAUSE is seeking an experienced, strategic, and forward-thinking individual to join its senior leadership team as Vice President and Chief Financial Officer. EDUCAUSE is an international nonprofit association whose mission is to advance higher education through technology innovation—equipping its community with the knowledge, resources, and community-building opportunities needed to help shape strategic technology decisions at every level in higher education.

Diversity in viewpoints and experience is particularly sought in candidates—EDUCAUSE believes in the transformative power of uncommon thinking for the common good.



EDUCAUSE is a nonprofit association that advances higher education through technology innovation.

ABOUT EDUCAUSE

EDUCAUSE helps those who lead, manage, and use technology to shape strategic decisions at every level. EDUCAUSE actively engages with colleges and universities, corporations, foundations, government, and other nonprofit organizations to advance technology innovation—of particular importance over the last two years, when technology has been a pandemic lifeline across the globe.

Through its many programs, services, publications, resources, and activities, EDUCAUSE and its members contribute to and elevate the international conversations related to the strategic role of technology in higher education, working to clarify the current environment, identify emerging trends and effective practices, and influencing the evolution of technology innovation in higher education.

Counting nearly 1700 colleges and universities as members, EDUCAUSE is at the crossroads of important higher education issues, and active individual members in the community span campus units, divisions, and roles, including enterprise IT, teaching and learning, cybersecurity, and more.

Membership is open to institutions of higher education, corporations serving the higher education information technology market, and other related associations and organizations. While the majority of EDUCAUSE members are located in North America, many of these institutions have a world-wide footprint, and a large proportion of member institutions are international.

Formed in 1998, EDUCAUSE was created through the merger of two organizations, CAUSE and Educom, comprising six decades of service to the thriving higher education technology community.

Present Organization

Established in Washington, D.C., EDUCAUSE is an organization of 80 employees who work remotely, distributed throughout 20+ states in the U.S. Prior to the 2020 workforce shift to remote staffing, half its workforce worked from home. In 2020, with the full support of the board, EDUCAUSE closed its office in Louisville, Colorado, to become a permanently fully distributed organization.

Leadership

EDUCAUSE senior leadership provides strategic and tactical guidance for the association, working with the EDUCAUSE board to serve its community of colleges, universities, and other organizations. [Click here](#) for more information about the leadership of EDUCAUSE and its organizational structure. EDUCAUSE is organized by departments and teams with each vice president overseeing the management of, and responsible for the outcomes of, a significant area of practice and/or operations within the association.



"EDUCAUSE is an association in every way powered by relationships. We depend on hundreds of volunteers every year to make the kind of difference we do, and we know that partnerships with other organizations are more important than ever before. We can do more together than we can do alone—and there's much more we want to accomplish in the years ahead for the members we serve."

~John O'Brien, President and CEO, EDUCAUSE

John O'Brien is responsible for leading EDUCAUSE in its mission. He directs all activities and functions and works with the EDUCAUSE board to ensure stewardship, transparency, and accountability in service to nearly 1700 member colleges, universities, and organizations from 45 countries who themselves collectively serve over 16 million students. In his role as CEO, he speaks and writes about higher education, technology, and the crucial intersection where the two meet. Throughout his career in higher education, O'Brien has served as a faculty leader in instructional technology, a statewide IT project leader, and associate vice chancellor/deputy CIO at the system level. He has been a college provost and president in the Minnesota State Colleges and Universities system, the fourth largest higher education system in the United States with over 375,000 students. Prior to his appointment at EDUCAUSE, he served as the system's senior vice chancellor of academic and student affairs. O'Brien holds a bachelor's degree in English from Augustana University, a master's degree in Anglo-Irish Literature from the University of Dublin (Trinity College), and a doctorate in English from the University of Minnesota.

Governance

The EDUCAUSE Board of Directors provides governance, sets strategic directions, and helps the association anticipate emerging issues. Board members work together to advance EDUCAUSE and higher education IT, serving as the voice of community members and ensuring that the association is responsive to the needs of its diverse community. The EDUCAUSE VP and CFO regularly presents to the board on financial and related matters. [Click here](#) to learn more about the BOD.

Commitment to Diversity, Equity, and Inclusion

The EDUCAUSE Board and leadership have established diversity, equity, and inclusion (DEI) as a critical priority for the association. Research demonstrates that diverse communities and teams are more resilient, creative, and effective; however, far too few IT and academic technology organizations reflect the diversity of the constituents their institutions serve. In fact, higher education IT in general, lags national trends in employment for underrepresented groups. EDUCAUSE believes that inclusive and equitable organizations will be best positioned to attract the caliber of talent needed in the years ahead and better achieve their institutional objectives.

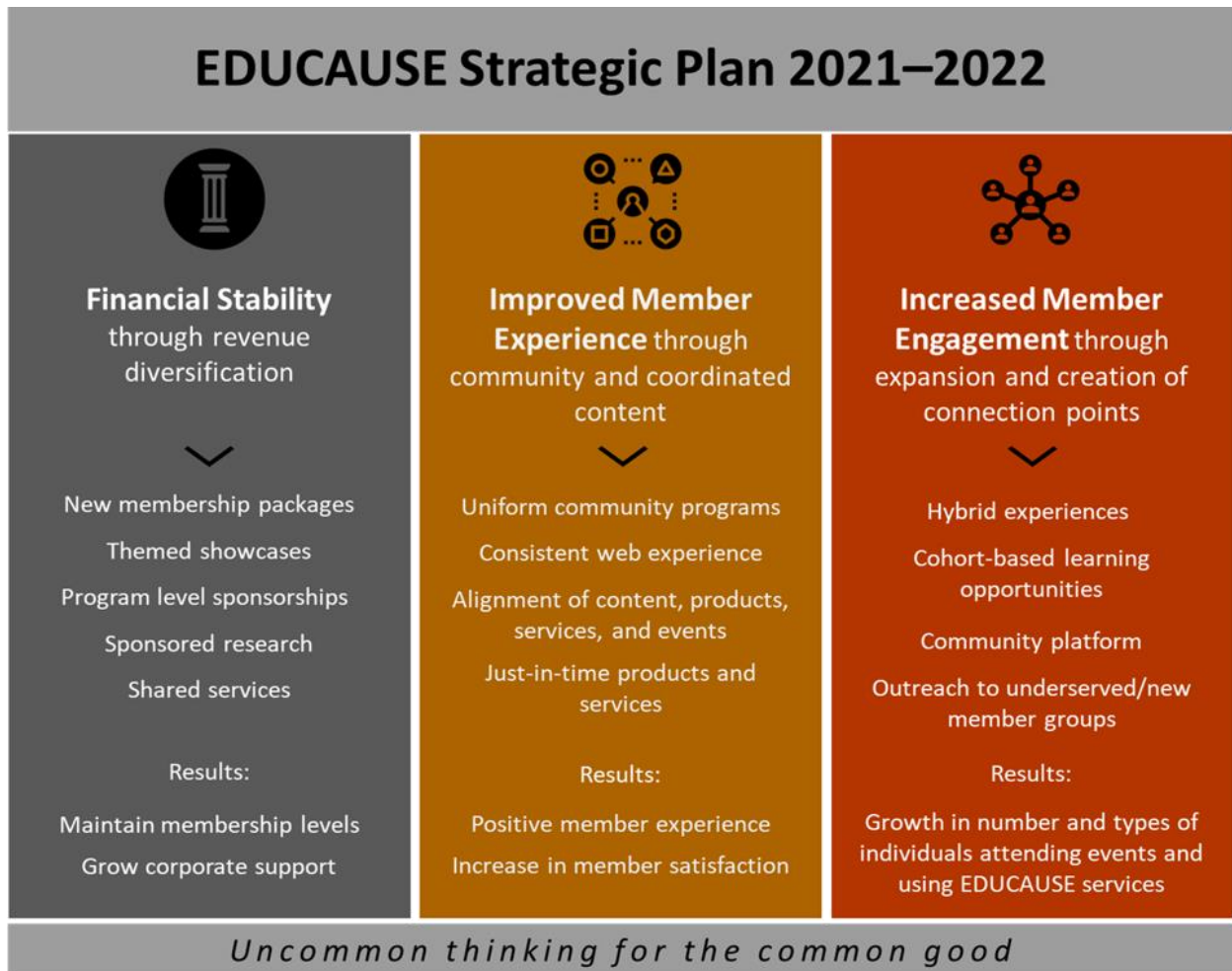
EDUCAUSE recognizes that long-term and lasting progress will require time, sustained effort, and the cumulative impact of incremental and individual actions, and the association is committed to making measurable progress advancing DEI.

- EDUCAUSE will help the higher education technology community build the capabilities needed to engender diversity, equity, and inclusion in their organizations and institutions.
- EDUCAUSE will integrate an intentional DEI focus into the fabric of the EDUCAUSE member experience.
- EDUCAUSE will, as a result of existing, improved, and new initiatives, realize a more diverse community of higher education technology professionals.
- EDUCAUSE will, as an employer, seek to improve its own DEI capabilities and actively encourage diverse candidates to apply for staff opportunities.

[Click here](#) to learn more about how EDUCAUSE supports DEI efforts on member campuses.

Strategic Priorities

EDUCAUSE takes planning seriously, and the current EDUCAUSE two-year interim strategic plan (2021–2022) was unanimously approved by the board of directors in November 2020.



The new EDUCAUSE VP and CFO will be an active participant in the development of the organization’s next multi-year strategic plan, a year-long process launched in January.



CEOs of the EDUCAUSE, NACUBO, and the Association for Institutional Research partner meeting on analytics

Educause Strategic Partnerships

EDUCAUSE recognizes that more can be accomplished through strategic partnerships than working alone, and the association actively seeks partnerships to broaden its reach and enrich its programs in ways that support the association's core mission, goals, and strategic priorities. Strategic partners may be individuals, associations, institutions, corporations, foundations, or other organizations, worldwide. EDUCAUSE partnerships have helped to advance several topics, including these:

- **Student Success**—Clarifying the uses and challenges of data and analytics
- **Teaching and Learning**—Contributing to a collaboration to build higher education's capabilities to apply XR technologies in teaching
- **Cybersecurity**—Raising awareness and sharing best practices
- **Executive Collaboration**—Co-hosted events to foster greater understanding between IT and higher education executives
- **Digital Transformation**—Raising awareness about how digital transformation can benefit higher education
- **Analytics Progress**—Helping institutional leaders make progress on analytics
- **Decision Support**—Helping campuses navigate the many solutions and find what will work best

Learn More About EDUCAUSE

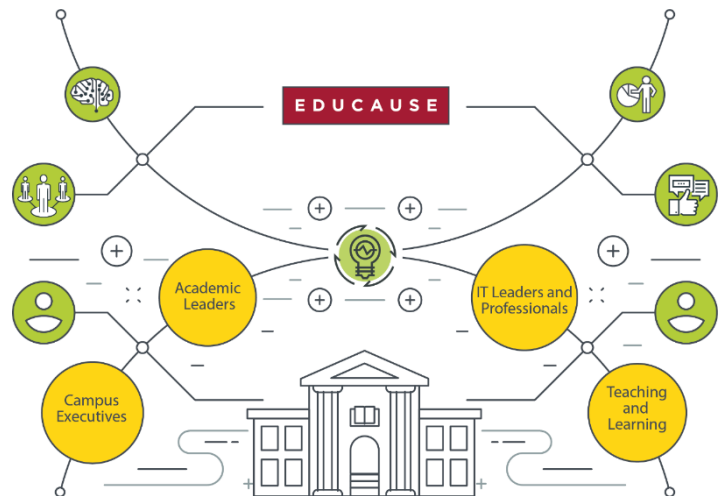
- *EDUCAUSE Review* is the flagship publication of the association. Candidates can get a good view into the topics that capture the imagination of the community looking through the 20+ years of [magazine archives](#). *EDUCAUSE Review* recently became fully digital.
- The [EDUCAUSE CIO Commitment Statement](#), with over 600 signatures, is a powerful example of the work the association does to support diversity, equity, and inclusion in the broader higher education community.
- The EDUCAUSE [Digital Transformation Journey Map](#) is an example of a resource made available to member campuses to help technology professionals lead the way on their local digital transformation journey.

Who Is Served?

At its core, EDUCAUSE was built by and for a strong community of technology professionals. The strength of EDUCAUSE is *both* the shared belief in promise of technology innovation and the broadly diverse kinds of members and perspectives. EDUCAUSE members include nearly 1700 colleges and universities that, in turn, serve over 14 million students, changing lives and enriching communities as a result.



The history of EDUCAUSE is deeply focused on information technology units and the unique challenges that come with this portfolio; the EDUCAUSE of today spans a wide variety of responsibilities, roles, and job titles.



Who Uses EDUCAUSE On Campus?



Strengthening Higher Education Together

EDUCAUSE thanks our 2019 Corporate Partners for playing a meaningful role in helping higher education deliver on its mission!

We also thank 375+ additional corporations that support our community.
edUCAUSE.edu/corporate-partners





THE OPPORTUNITY

Vice President and Chief Financial Officer

The Vice President and Chief Financial Officer plans and directs financial strategy and operations and staff, including business development, finance-related reporting, and accounting. In addition to the overall management of the financial operations, fiscal health, and financial strategy of the organization, the VP/CFO provides the leadership, management, and vision necessary to ensure the association has the proper operational controls, administrative and reporting procedures, and people systems in place to remain sustainable and effective. Working in a fully remote work environment, the VP provides counsel to the President and CEO on all financial matters and is actively engaged in the EDUCAUSE executive team.

The new EDUCAUSE VP/CFO will lead a finance unit that is respected and effective, with a long history of clean financial audits. The CFO role is currently held by a seasoned interim CFO, and two vacancies in the unit have been temporarily replaced with contracted services, allowing the new CFO to evaluate and consider staffing options in consultation with the CEO.

Essential Duties and Responsibilities:

Strategic Development and Leadership:

- Contributes to the development of the association's plans and programs as a strategic partner.
- Advises on the impact of long-range planning, introduction of new programs/strategies and actions.
- Ensures that each EDUCAUSE initiative supports and advances the association's strategic priorities and serves member needs with excellence in program delivery, flexibility, and financial sustainability.
- Establishes credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
- Provides administrative leadership and counsel to the executive team and in matters of strategic decision-making, resource management, and fiscal sustainability.
- Identifies the changing needs of the organization in terms of staffing, resources, operations and other organizational needs and policies.
- Coordinates with external benchmarks to ensure relevance and cost-effectiveness of recommended strategies.
- Fosters and promotes financial understanding, growth, and the health of the association through the development of new and expanded funding sources, opportunities, process improvement, and systems improvement.
- Serves as the Compliance and Risk Officer for the organization.

Fiscal Planning and Performance:

- Conducts financial and business analyses including income and expense trends, business modeling, salary and benefits, financial forecasting, benchmarking, and reserves analysis.
- Presents the association's financial status and revenue health to the board of directors; apprises stakeholders of audit results, fiduciary activities, and directs monthly in-house financial statements to provide analysis of budget-to-actual variances and prior year comparisons for stakeholders.
- Ensures continual improvement of the budgeting process through education of the exec team and department managers.
- Working with the Audit Committee of the board and the Controller, ensures annual compliance goals are met and annual financial audits are completed satisfactorily and that executive compensation is reviewed annually to ensure compliance with intermediate sanctions.
- Monitors, documents, and updates financial processes and procedures to ensure compliance with audit standards and regulatory agencies.
- Distribute and present most current in-house financial information to the board of directors at all of their meetings and as requested.
- Works with accounting staff to ensure daily cash and short-term investments balances are adequate to meet current and short-term obligations.
- Directs the annual budget process including timelines, stakeholder guidance, template completion and overall review with executive management.
- Prepare and present financial results to the board of directors for each board meeting and as requested.
- Manage long-term investments in accordance with investment policy approved by the Board Finance Committee and administered responsibly by an investment manager.
- Review and standardize all contracts before executed at the Association
- Oversee all insurance placements and legal engagements.
- Develop the financial plans, revenue projections, and budgets for new service offerings with input from other managers, as appropriate.
- Works with the Director of Human Resources to oversee our self-insured health insurance programs; comply with all Affordable Care Act requirements.
- Actively engages with CEO and HR Director to administer merit and performance management processes; consult with Director on organization wide training or staff professional development.
- Serves as staff liaison to the board finance/investment committee and audit committee, as well as the fiduciary committee.
- Oversees the process for assuring that EDUCAUSE does not engage with sanctioned countries, individuals or programs.(for clarity cite the specific federal program)
- Ensure compliance with US trade sanctions and export control laws, avoiding transactions with embargoed countries, organizations, or persons.

Performance Management, Employee Supervision, Contractor Oversight:

- Evaluates the business services division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities for individuals.
- Assesses staffing needs and selects, trains, coaches and mentors unit staff as well as conducts performance evaluations and other managerial responsibilities for the business services team.
- Reviews contracts and professional service agreements in conjunction with general counsel and contract management staff.

Service and Support:

- Provides EDUCAUSE with visibility in and connections to the membership and greater association community.
- Represents EDUCAUSE in a professional manner at all times; engages with co-workers, volunteers, and members in a civil, caring, respectful way.
- Supports the professional development of others in their work to advance the mission and vision of EDUCAUSE.
- Participate in EDUCAUSE events and activities as needed. Travel may be required to support EDUCAUSE conferences/events, research team operations, and external events relevant to the position.
- Acts as a departmental liaison with employees, members, volunteers, volunteer groups, and clients.
- Supports members in a manner that facilitates their growth, engagement, and enhances their EDUCAUSE experience.
- As a frontline user of EDUCAUSE systems and data services, complies with data quality standards; adheres to data governance policies, procedures, and processes for ensuring data integrity. May act as the application or data collection lead for the department.
- Performs other duties as assigned.

Diversity, Equity, and Inclusion:

EDUCAUSE recognizes that the unique backgrounds, talents, skills, and contributions of every individual improve and enhance the quality of the organization. Creating an environment of equity and inclusion is each employee's responsibility. This includes, but is not limited to:

- Treat everyone with dignity, respect, and fairness.
- Share insights and input as work contributor.
- Listen to and acknowledge others contributions.
- Contribute to an open and inclusive environment across demographic categories and physical locations.
- Meet others at their point of need and help support organizational achievement.
- As a supervisor, ensure everyone's input is heard and considered.

Supervisory Responsibilities:

Supervise unit staff depending on organizational configuration. Serve as a resource and role model to aid in the professional development of direct reports.

Executive Team Expectations:

Executive team members report to the president/CEO and comprise the top-level strategic group at EDUCAUSE. While individual executive team members' portfolios vary, every executive team member is a full member of this group and each member's voice carries equal weight around the collaborative executive team table.

Foundational Executive Team Principles:

- Executive team members will exhibit the highest levels of teamwork, civility, professionalism, and integrity as a model to other employees, especially when it comes to:
 - Recognizing the executive team as the place for inviting feedback on each other's work to advance EDUCAUSE, not individual or area, priorities.
 - Holding each other accountable, including pointing out behaviors that hold the team back.
 - Voicing opinions even at the risk of causing disagreement and dealing with issues before moving on.
 - Communicating a unified/coherent leadership vision and messages to staff, including rallying together with unified messaging after a decision is made (even if there is disagreement).
 - Contributing to the executive team as a place where individuals can ask for help, share struggles, and acknowledge mistakes.
 - Earning and building trust with each other and assuming positive intent.

- Executive team members are focused on service to members and to our own continuous improvement.
- Executive team members are committed to fairness, equal opportunity, and the EDUCAUSE priority of advancing diversity, equity, and inclusion in our workplace and across the community we serve.
- Executive team cares about the workload and morale of all of our employees and seeks to make EDUCAUSE an excellent place to work by embodying our employee values:
 - aspiring to be the best,
 - working well together, and
 - believing in each other.

Qualifications

Education and Experience:

- Requires a minimum of ten years' work experience in accounting, budgeting, and audit management.
- Requires a bachelor's degree in accounting, finance or related experience.
- Requires a master's degree or equivalent demonstrated experience in a related field.

Knowledge, Skills, and Abilities:

- Senior level experience in leading finance, accounting and compliance related functions that requires working with an executive team and Board in matters related to financial reporting, strategic decision making, resource management, and fiscal sustainability.
- Knowledge of membership organizations and/or higher education.
- Prior experience managing and developing people and experience working closely with Human Resources departments/staff.
- Experience participating in organizational strategic planning and ongoing process improvement.
- Experience with long term fiscal modeling and planning; ability to use fiscal data to inform decision making. Ability to synthesize complex financial information and communicate it in a clear, concise, and understandable manner to management and board members.
- Knowledge of investment standards and vehicles.
- Advanced knowledge of Generally Accepted Accounting Principles (GAAP).
- Advanced knowledge of Employee Retirement Income Security Act (ERISA).
- Willingness to maintain confidentiality on all financial and personnel matters.
- Advanced writing and critical thinking skills.
- Detail oriented with excellent organizational skills.
- Advanced team and project management skills.
- Knowledge of Microsoft Great Plains Dynamics accounting software or similar tools such as SAP Concur, Solver, and NetForum.
- Advanced Knowledge of Microsoft Office Suite.

Some travel is required to support EDUCAUSE events, meet with the board, and participate in team meetings. The salary range is \$185-210K and is subject to experience and qualifications.





PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; for best consideration, apply by **March 24, 2022**. Please submit a PDF version of your resume and a letter of interest explaining your suitability for this position.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su290>

For more information or to offer recommendations:

Stephanie Rivas-Fowler

Senior Consultant
Summit Search Solutions, Inc.
Direct: 530-677-9945
srivasfowler@summitsearchsolutions.com

Laura Woodworth-Ney

Senior Consultant
Summit Search Solutions, Inc.
Direct: 208-589-8896
lwoodworthney@summitsearchsolutions.com

EDUCAUSE recognizes that the diverse backgrounds, talents, skills, and contributions of every individual improve and enhance the quality of the organization. EDUCAUSE is an equal opportunity/affirmative action employer with a strong commitment to diversity, equity, and inclusion. EDUCAUSE prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. **Applications by members of all underrepresented groups are encouraged.**



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