

# NATIONAL SEARCH PROSPECTUS

## VICE PRESIDENT for FINANCE AND ADMINISTRATION



**Western Oregon**  
UNIVERSITY

Anthem Executive [AnthemExecutive.com](http://AnthemExecutive.com)

# THE OPPORTUNITY

## Transformative Change

Western Oregon University is excited to recruit and welcome the next Vice President for Finance and Administration (VPFA). Working in partnership with the President, the VPFA will have a career-defining opportunity to elevate the university's financial position as an accessible institution uniquely tailored to the needs of its diverse student body. The VPFA also serves as the chief financial officer of the University. The VPFA will be a collaborative, strategic leader who will develop financial processes that will lead the university through a period of unprecedented transformation.

## Inspiring Mission and Vision

Western's mission statement and vision capture the core of its character and the essence of this leadership opportunity: "Western Oregon University provides a personalized learning community where individuals experience a deep sense of belonging and empowerment." This ethos is amplified by its strategic vision to "be a model of intentional inclusion and accessibility. We strive to empower students to meaningfully impact our local community and beyond. Grounded in the principles of a public liberal arts education, we will enhance career and social mobility through a focus on critical thinking and communication skills that are essential for successfully navigating the complexities of life." That, coupled with Western's commitment to serving historically underserved students, sets the university up to make a real and significant difference in the higher education landscape.



## Commitment to Diversity, Equity, Inclusion, Accessibility

Western is an emerging Hispanic Serving Institution (HSI), and with a student enrollment of nearly 25% Latinè and 41% students of color, the university has created space intentionally for diversity, equity, inclusion, and accessibility to reside at the forefront of the Western experience. Western is the first and only public university in Oregon to have formed a standing Board of Trustees committee on Diversity, Equity, Inclusion, and Accessibility to ensure these values manifest at all levels. Western's next VPFA will exemplify these values and incorporate them into their leadership.

Western is expanding upon its long-standing outreach and service to underserved communities, including, but not limited to, students of color, rural students, veterans, LGBTQIA+ students, first-generation students, and returning adult learners. For decades, Western has served these communities,

including the sizable Latinè population in the greater mid-Willamette Valley and beyond. Examples of Western’s commitments include the Multicultural Student Services and Programs Office, the Cesar E. Chavez Leadership Conference, an innovative Bilingual Teacher Scholars program and Diversity Scholars program, a Freedom Center inspired by student voices, and recognition as an Emerging Hispanic-Serving Institution. The President is committed to strengthening the ways Western serves diverse students and is looking for another partner to join the team of leaders.



## Academic Programs of Excellence and Distinction

Western is changing the lives of students and contributing to the vitality of the State of Oregon through high-quality, relevant, and unique academic programs. Western’s College of Education serves as one of the largest public or private post-secondary institution preparers of teachers in the State of Oregon. The education curriculum, with the liberal arts experience at its core, prepares students to succeed and thrive. Western’s largest majors—education, business, psychology, criminal justice, and exercise science—demonstrate the impact and reach of a public, regional, mid-sized comprehensive university. Western enjoys a nationally recognized reputation in deaf and hard-of-hearing programs, including American Sign Language programs, and receives substantial grants or many initiatives to this groundbreaking work.

Western’s facility in Salem, Oregon is primed to facilitate degree completion, reach thousands of adult learners in the region, advance key graduate programs, such as the first public Occupational Therapy Doctorate program, that launches in Fall 2024, and cultivate meaningful partnerships with the State and beyond. Western is poised to seize upon growth opportunities, such as its interdisciplinary master's program in Organizational Leadership and Criminal Justice graduate program emphasizing social justice.

## Exceptional Sponsored Projects and Research

Western Oregon University exceeds its peer institutions for sponsored projects and research. The Sponsored Projects Office (SPO) supports the scholarship, research, teaching, and programmatic missions of the University by providing guidance and oversight to faculty and staff at every stage of the external funding processing, including identifying funding opportunities, proposal development and submission, post-award management, and compliance.



The Research Institute (TRI) has been serving Oregon for over 60 years through a large array of externally funded projects and Centers. TRI's impact on early childhood education, in particular, has made lasting national and regional impacts. Project leaders and researchers at TRI continue to improve the quality of life for children, families, and individuals throughout Oregon and the nation. Most recently, TRI has played a vital role in Oregon's childcare emergency pandemic response, currently runs Oregon's childcare quality rating system, the Child Care Substitutes of Oregon, and the childcare resource and referral system.

## **THE ROLE OF THE VP FOR FINANCE & ADMINISTRATION**

The VPFA reports directly to the President and has oversight responsibility for fiscal affairs (operating and capital budgets, accounting, grants, purchasing, fiscal reporting) and administrative services (safety and security, facilities management, auxiliary services, construction, maintenance, environmental health & safety, emergency preparedness, and information resources) of the University. The departments reporting to the VPFA are Budget (operating and capital), Business Services, Facility Services, Campus Public Safety and Security, and University Computing Services. The VPFA will serve in an advisory capacity to the University Budget Committee composed of students, faculty, and staff. Additionally, the VPFA plays an integral role in developing and updating the Campus Master Plan, working collaboratively with key stakeholders from Western, the City of Monmouth, and Polk County. The VPFA also participates in collective bargaining activities for both the teaching faculty and classified staff. The VPFA works closely with Western's Board of Trustees, which has a standing finance and administration committee.

The primary responsibility of the VPFA is to maintain the fiscal health of the University and its programs while increasing the quality and efficiency of services provided in support of its mission and strategic plan. Long-term goals include the continuing development and enhancement of relationships with all members of the President's Cabinet, all divisions of the University, key staff members of the Higher Education Coordinating Commission, Oregon Legislature, VPFA's from the other Oregon public universities, external and internal auditors, students, and external constituents while creating a working environment that is professional, collegial, respectful, and caring.



## **QUALIFICATIONS & KEY ATTRIBUTES**

### **Required Qualifications**

- A master's degree in business administration, accounting, public administration, finance or other appropriate discipline.
- Demonstrable career progression with increasing management/leadership responsibilities.
- A thorough working knowledge of financial management practices and experience in computerized fiscal and business operations.
- Direct experience in the areas of strategic planning and capital budgeting.

- Demonstrated outstanding organizational, interpersonal, and advocacy skills, including the ability to communicate effectively with internal and external groups.
- Must be comfortable working in an open and transparent manner actively sharing information with others on campus.

## **Desired Qualifications**

- Understanding of key issues in higher education, including diversity, shared governance, collective bargaining, and accreditation.

## **Required Skills**

- Advanced skills in budget, financial management, analysis, and contract management.
- Advanced and inclusive leadership skills in managing employees, activities, and change.
- Skills in developing effective and professional relationships with team members, customers, and a diverse group of colleagues, executives, managers, and subject matter experts.
- Interpersonal effectiveness skills including professionalism, ability to address and manage conflict and difficult situations with tact, patience, and diplomacy.
- Strong time management capabilities and ability to deliver work on assigned schedules.
- Strong written and verbal communication skills.
- Strong skills with software and tools used in the environment including university-preferred products for word processing, spreadsheets, presentations, video conferencing, shared workspaces, mail, calendaring, etc.

## **Required Abilities**

- Proven ability to build a vision and foster an inclusive, high-trust environment that achieves results.
- Ability to lead teams and serve as a role model, coach, and mentor.
- Adept at leveraging technology and data to increase automation, streamline processes, and add value by generating data that can support analysis, inform decisions, identify concerns, and lead to continuous improvement.
- Effective and thoughtful leadership in a resource-constrained environment.
- Ability to establish and maintain effective working relationships with members of the campus community, state and local government agencies, and the general public.
- Ability to collaborate effectively with colleagues to resolve complex issues to achieve desired outcomes or address significant issues, and the ability to act decisively and independently when required.
- Ability to effectively communicate information related to the areas of responsibilities to diverse constituencies, at the appropriate level considering the audience and environment.
- Solid people skills and sensitivity to various cultural and socioeconomic backgrounds of others.
- Ability to advance institutional priorities and support diversity and a culture of nondiscrimination.

## KEY ATTRACTORS TO THE ROLE

- An unprecedented opportunity to partner with a progressive President to lead a distinctive university through transformative change and have a meaningful impact on the lives of students, their families, the greater community, and the state.
- Empowerment to create a new path, rather than simply modeling another institution.
- Working with talented, courageous, caring, curious, and cooperative people who are open to continuous improvement and change.
- Immersion in a diverse campus community where there is a palpable sense of hope for the future.
- A rare opportunity to build upon an already strong, proven commitment to student success, engaged scholarship, service, and scholarly research to develop students' talents and prepare them for success in a dynamic global society.
- Enjoy the autonomy to bring your best ideas and create ideal models within an environment where you will be listened to, heard, and affirmed.
- Further grow a team that continually delivers quality and supportive service, and advance an organizational environment of shared challenges, opportunities, solutions, and rewards.

## QUALITY OF LIFE - MONMOUTH

Western's location in the mid-Willamette Valley also presents unique opportunities for the next VPFA. Just west of the State Capitol in Salem, 63 miles south of Portland, 50 miles from the spectacular Oregon coast, and 100 miles from mountain recreation, the vibrant community of Monmouth is in the heart of Oregon's wine-growing and hop-growing region. Monmouth and its connected city of Independence boast small-town charm with antique shops, local restaurants, galleries, outdoor amphitheaters, community celebrations, and musical performances, many of which are hosted on Western's campus and Rice Auditorium. The cities are surrounded by miles of bike trails, mountains for hiking, and watersports such as canoeing, kayaking, and fishing on the Willamette River. Monmouth is known as a great place to host friends and raise a family. There is something in Monmouth for just about everyone.

## WESTERN OREGON UNIVERSITY

### Quick Facts

Year founded: 1856

Total enrollment: Fall 2023 - 3951

Location: Monmouth, Oregon and Salem, Oregon

Miles from Portland: 63

Campus size (acres): 157

Number of majors: 60

Largest majors: Education, Psychology, Business, Criminal Justice, Exercise Science

Student-to-faculty ratio: 14:1

Average class size: 19

Acceptance rate: 83% (undergraduate)

Students receiving financial aid: 90% (all undergraduates)

*Geographic origins of undergraduate students:*

- In-state: 84%
- Out-of-state: 15%
- International: 1%
- Students of color: 41%

Athletics: NCAA Division II; Great Northwest Athletic Conference; Lone Star Conference (Affiliate Member, Football)

## Key Web Links

Information on President Peters: <http://wou.edu/president/>

Information on the Board of Trustees: [wou.edu/board](http://wou.edu/board)

The main website is <http://wou.edu/>

[View Western's current Strategic Plan](#)

[View Academic Affairs](#)

[View Academic Programs](#)

## Accreditation

### UNIVERSITY ACCREDITATION:

Western is accredited by the Northwest Commission on Colleges and Universities.

### PROGRAM ACCREDITATION:

Council for Accreditation of Educator Preparation (CAEP), the Oregon Teacher Standards and Practices Commission (TSPC), the Council for Accreditation of Counseling and Related Educational Programs, Commission on Collegiate Interpreter Education, and the National Association of Schools of Music (NASM).

## NOMINATIONS & APPLICATIONS

The Search Committee invites letters of interest and nominations to be submitted directly to the search firm, Anthem Executive. Correspondence should include a curriculum vitae and a letter of interest

describing relevant experience and interest in the position, and should be submitted to Scott Watson, Michael Ballew, or Florene Stawowy at:

[WOUVPFA@AnthemExecutive.com](mailto:WOUVPFA@AnthemExecutive.com)

While applications and nominations will be accepted until a new VPFA is selected, interested parties are encouraged to submit their materials as soon as possible to ensure optimal consideration. Expressing interest is the first step in receiving consideration and does not make one an applicant for the position.

Western Oregon University is committed to providing equal access and opportunity to employees, applicants for employment, and service providers without regard to age, disability, gender, genetic information, national origin, race, religion, sexual orientation, or status as a Vietnam War Era Veteran.

Western is not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

If any candidate would like to request disability-related accommodation(s), please notify Western's Office of Human Resources at [hr@wou.edu](mailto:hr@wou.edu) or 503-838-8490 at least 72 hours in advance, and the university will coordinate with Anthem Executive on appropriate and accessible accommodations.