



Executive Vice President for Finance/CFO and Treasurer Profile



This Position Specification is intended to provide information about Davenport University and our open position. It is designed to assist qualified individuals in assessing their interest. 11-2022

Opportunity

Davenport University, Grand Rapids, Michigan, seeks applications and nominations for the position of Executive Vice President (EVP) for Finance/CFO and Treasurer.

Reporting to the President, the EVP is directly responsible for the university's finance, facilities, public safety and information technology activities. The successful candidate will be a visionary leader with an entrepreneurial spirit, a collaborative managerial style and a commitment to quality and excellence. The EVP will be a strategic leader who develops and implements a plan to assist the University in achieving Vision 2025.

Davenport has received unqualified audit opinions for the past two decades. The university is a member of the National Association of College and University Business Officers and follows that organization's best practices recommendations.

The second largest private non-profit university in Michigan, Davenport is at an important juncture in its history as it moves forward to enhance its academic programming, market position and financial strength. President Dr. Richard J. Pappas is in the process of leading the institution to achieve Vision 2025, an ambitious strategic plan designed to provide all students with access to quality education and prepare them for successful careers.

The university offers a career-oriented, practical curriculum of programs leading to undergraduate and graduate degrees. Davenport competes in NCAA Division II athletic programs and offers a host of co-curricular activities, services and resources for students. The university currently enrolls more than 5,000 students, employs nearly 500 full-time faculty and staff and more than 600 adjunct faculty, and has an operating budget of approximately \$110 million. Davenport's roots reach back to 1866 and reflect a long tradition of providing affordable, career-oriented educational opportunities for students.

Responsibilities

The EVP will lead teams in Finance, Facilities and Public Safety and Information Technology. This includes:

Vice President for Financial Management

- Controller

Vice President of Facilities and Public Safety

- Director of Public Safety

Vice President of Information Technology/CIO

- 4 IT Directors

Executive Assistant

To realize its vision, the EVP must be strategic and provide inclusive leadership to continue to develop the team and develop financial strategies.

The Role of the EVP for Finance/CFO and Treasurer

Summary of Position

The Executive Vice President (EVP) provides strategic leadership for the financial, facility, technology, public safety and risk management functions of the University including: pricing strategy (in collaboration with enrollment and marketing), financial and investment strategy to achieve our Vision, financial reporting, summaries and forecasts for future growth and general economic outlook, facilities and technology development and maintenance and public safety. Applies financial objectives to all strategic planning initiatives. These responsibilities are performed in an ethical manner consistent with the University's mission, vision, and STAIR values. The successful candidate will be a visionary leader with an entrepreneurial spirit, a collaborative managerial style and a commitment to quality and excellence. The EVP will be a strategic leader who develops and implements a plan to assist the University in achieving Vision 2025.

Organizational structure

The EVP for Finance/CFO and Treasurer reports directly to the President.

Primary Responsibilities

- Serves on the President's Leadership Team and Cabinet and advises the President in all matters related to finance, budgets, facilities, technology, public safety and risk management.
- Leads the development of financial, information technology and facilities strategies, policies and procedures to achieve current and future objectives.
- Develops and supports an inclusive culture with ongoing assessment (measuring), planning and improvement.
- Directs all financial affairs of the University. Directs the preparation of all financial reports, including income statements, balance sheets, tax returns, and reports for government regulatory agencies.
- Studies long-range economic trends and projects prospects for future growth in overall business and market share, opportunities for acquisitions or expansion into new areas. Estimates requirements for capital, land, buildings, and an increase in the workforce.
- Provides leadership for financial and facilities issues at Board, Foundation and related committee meetings, staffs the finance committee of the board, and participates in strategic planning activities of the University.
- Provides leadership in conjunction with the CIO, to ensure a comprehensive information technology strategy for effective and efficient IT systems, policies and procedures in support the current and future needs of the University.
- Analyzes University operations, in collaboration with HR and departmental leadership, to identify opportunities and areas that need to be added, reorganized, down-sized, or eliminated to meet current and future objectives.
- Analyzes University facilities, in collaboration with departmental leadership, to identify facilities that need to be added, remodeled, or dispersed to meet current and future objectives.
- Provides strategic direction for the Finance and Accounting departments, budget preparation, and audit functions.
- In collaboration with Institutional Research and Enrollment, engages in and supports enrollment analysis and projections.

- Assesses and recommends strategies to grow the University, which includes improving the financial planning and management process as appropriate.
- Leads the annual and long-term budget process and develops reports.
- Confers with the executive staff and division leaders to coordinate and prioritize financial planning.
- Supervises investment of funds; works with banks and/or investment bankers to raise additional capital as required for expansion.
- Acts as an ambassador and represents the University at public events.

Davenport University: An Overview

Davenport University traces its origins to 1866 in Grand Rapids, Michigan, where it was founded to meet the career needs of the local community. It grew over the years through the acquisition of independent business colleges, administered within a cooperative system but with considerable local autonomy. In May 2000, the system's three affiliated institutions – Davenport College, Detroit College of Business and Great Lakes Junior College – were merged into a single institution and began the transition to university status, uniting three colleges with more than 30 locations for the delivery of education to a largely non-traditional, adult-learner student body. Today, Davenport is a non-profit, private university with the distinctive mission of preparing students for in-demand careers in business, technology, health, and urban education.

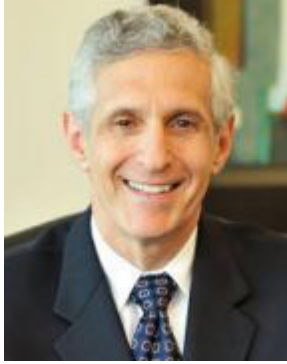
In September 2005, Davenport implemented a significant change in strategy with the dedication of its 70-acre W.A. Lettinga Campus, just south of Grand Rapids, established itself for the first time in its modern history as a traditional, residential institution. With a new focus on a more traditional undergraduate population, the campus now includes academic buildings with classrooms, faculty and administration offices, an auditorium, lounges and study areas, a library, a student center with field house, and an athletic complex that includes a football stadium, track, baseball stadium, softball field, and tennis courts. Three residence halls and two apartment complexes provide capacity for nearly 1,000 residential students.

Over the last decade, Davenport has embarked on a transformational journey toward a culture that embraces data-driven quality and measurement. As a result of measured work and new programs to address quality education, the university's graduation rate has increased by more than 158%, and student retention, student satisfaction, and philanthropic giving are at all-time highs. This dramatic shift in performance helped Davenport become the only university in Michigan to earn the Michigan Performance Excellence Award in 2020 from the Michigan Performance Excellence. In 2021, Davenport was one of seven organizations chosen for a site review, the final step to earning the Malcolm Baldrige National Quality Award. To earn a site visit in your first year of application is very rare, and it validates the herculean work of this organization to drive operational effectiveness and improve student outcomes.

Through innovation, Davenport is tackling the most significant issues that have plagued American education for decades, developing new methods to prepare teachers for success in urban school districts and creating new developmental programs to ensure students are ready to enter the workforce.

Davenport's transformational journey has led to significant outcomes that have benefited its students' sustainability and broader communities. Its journey provides a blueprint for the future of higher education – one of agility, market-based decisions, and fearless change.

Davenport today is one of the largest private, non-profit institutions of higher education in Michigan with six locations statewide, classes delivered at two Michigan Community Colleges, and online programs serving an enrollment of over 5,000 students. Davenport University prepares students for careers in business, technology, health and urban education professions, and also provides professional development programs and courses to individuals and organizations through the Institute for Professional Excellence (IPEX).



The President

In August 2009, Dr. Richard J. Pappas, Ed. D. accepted the role of President of Davenport University. He had served as President of National-Louis University in Chicago since 2005 and previously served as President of Lake Michigan College in Benton Harbor, Michigan, and Harford Community College in Bel Air, Maryland. He has a doctorate in higher, adult, and continuing education and a master's degree in higher education and business management, both from the University of Michigan. Dr. Pappas earned his undergraduate degree from Eastern Michigan University.

Culture

Davenport University is an institution of higher education with a Vision for national and international renown. President Pappas has fostered an inclusive decision-making process within an atmosphere that is fast-paced and forward looking. Leadership recognizes achievement and expresses gratitude. Davenport University's STAIR values represent the behavioral expectations of the faculty, staff, and students in performing their responsibilities and achieving their goals.

Innovation, Creativity, and Respect for People.

Davenport possesses a rewarding and collaborative work environment for people who desire to make a difference in the lives of students and take the institution to the next level. Davenport has been recognized multiple times as a top workplace.

Diversity, Equity and Inclusion

Davenport University cultivates a community where similarities and differences are understood, respected and valued. We actively promote full participation of all community members and seek multiple perspectives and diversity of thought. Diversity, equity and inclusion is the framework for the way we engage talent and use resources, including physical and fiscal, to conduct business as we equip students, faculty and staff for an inclusive way of being and leading in the world. Davenport University's commitment to diversity, equity and inclusion has been recognized with the Higher Education Excellence in Diversity Award nine times over the last decade, the Hispanic Advocacy Award in 2014, and the Diversity Visionary Award from the Grand Rapids Area Chamber of Commerce in 2016. Davenport's Diversity, Equity & Inclusion (DEI) Council was named 10th in the Nation's Top 25 Employee Resource Groups in 2017, one year after placing second.

Vision 2025

Davenport's Vision 2025 has set a course for the university to change the dynamics of higher education. This bold vision will see the university help students at all levels, regardless of their backgrounds or socioeconomic status, achieve professional success. Through targeted programs the university is creating the strong and diverse talent our future economy needs.

Davenport University: Values

Davenport University's Values represent the behavioral expectations of our faculty, staff, and students in performing their responsibilities and achieving their goals. These values are represented through STAIR.

Serving with Quality

- Understand our students
- Nurture capable and energetic students
- Help students start, stay, and succeed
- Provide GREAT service
- Commitment to continuous quality improvement

Trustworthiness

- Communicate openly and honestly
- Demonstrate loyalty
- Maintain confidentiality
- Teamwork
- Explain "why" and ask "why"

Accountability

- Ask, "What else can I do?"
- Solicit and provide feedback
- Follow university policies and procedures
- Perform to the Vision and strategic plan

Innovation and creativity

- Share thoughts and new ideas
- Actively engage and participate
- Constructively challenge status quo
- Think outside the box

Respect for people

- Understand and value individual and cultural differences.
- Promote equitable treatment and inclusive behavior.
- Leverage diverse perspectives.
- Celebrate success.
- Inspire and motivate.

Student life

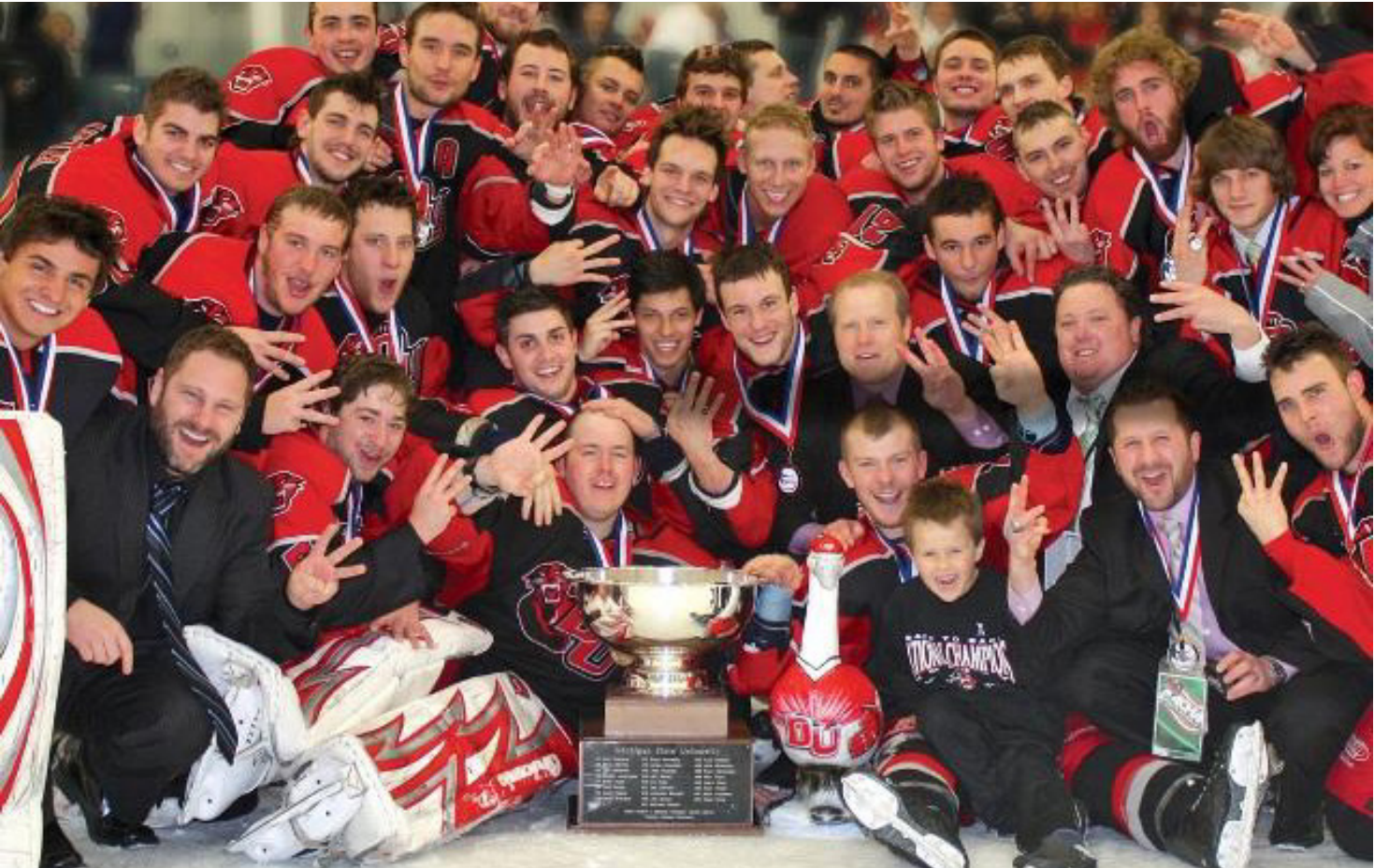
Davenport University serves a blend of traditional-age students and adult learners. The majority of students on the main campus are between the ages of 18 and 24, but adult students are in the majority at DU's other locations across Michigan. Most students are Michigan residents, but the university also has a viable enrollment of international students.

Approximately 800 students currently live in the three residence halls and two apartment complexes on the Lettinga Campus. Davenport's Campus Life department offers a variety of activities, as well as a student center designed to be a hub for student recreation, informal meeting space, and extracurricular activities, including athletics. DU also offers opportunities to study abroad and expects to expand this program as part of its emphasis on preparing students for the global economy.



Davenport facilities and technology

The university's Lettinga Campus includes the latest technology. The campus earned Leadership in Energy & Environmental Design (LEED) certification from the U.S. Green Building Council. In January 2017, the university opened the new state-of-the-art Donald W. Maine College of Business Building, and in 2013, a new campus in Lansing was opened. In annual surveys, students give high marks to the university's outstanding buildings, facilities, laboratories, and computer equipment.



Athletics

The university reinstated athletics in 2002 and today offers 25 men's and women's teams competing in NCAA Division II as a member of the Great Lakes Intercollegiate Athletic Conference (GLIAC), plus another dozen non-varsity teams participating in other leagues. Previously, as a member of the NAIA's Wolverine-Hoosier Athletic Conference (WHAC), DU won 87 WHAC Championships and six consecutive All-Sports Trophies (2011-16). Since 2002, Davenport has won national championships in soccer, hockey, lacrosse, rugby, cheer, dance and individual track & field events.

Davenport's student athletes excel in the classroom as well as on the field of competition. The collective GPA for all Davenport athletes is 3.09, and for NCAA athletes it is 3.31. In 2021, the NCAA named Davenport University among the top 10 universities in the country for student-athlete academic performance. The Panthers were also the highest rated in the Great Lakes Intercollegiate Athletic Conference and ranked sixth in the nation on the NCAA's Division II Academic Success Rate Report for the 2020-21 season.

Location

The West Michigan region supports a rich array of public and private colleges and universities, including Grand Valley State University, Grand Rapids Community College, Hope College, Calvin College, and Aquinas College. Grand Rapids also is home to four hospitals and a major health community including the Van Andel Institute, the Michigan State University School of Human Medicine, and centers devoted to specialties such as heart and cancer care.

Grand Rapids offers a rich variety of arts, culture, entertainment, and recreation, including symphony, ballet, and opera companies, several theater companies, a Broadway series, art museums, minor league baseball, basketball, hockey and soccer teams, an arena and other concert venues that draw national acts, plus a major convention center. West Michigan also is home to major locally founded and/or owned industries and businesses including Amway, Steelcase, Herman Miller, Haworth, Bissell, SpartanNash, and Meijer. Davenport University's W.A. Lettinga Campus is located about one mile from Gerald R. Ford International Airport, the major air transportation hub for the region, and about 40 miles from Lake Michigan and its lakeshore communities of Holland, Grand Haven, and Saugatuck.

More information on Davenport University may be found at www.davenport.edu.

Academics

Davenport University has five academic units: the Donald W. Maine College of Business, the College of Technology, the College of Health Professions, the College of Arts and Sciences, and the College of Urban Education. DU's online Global Campus works closely with all of these academic units, allowing Davenport to offer a majority of its programs and courses in an online format.

Under the leadership of Provost Dr. Gilda Gely, the Academics wing of Davenport University was reorganized to ensure strong lines of responsibility and authority for degree programs and curriculum rest with the Deans and faculty in each of the Colleges. With the University operating on multiple campuses and serving students in each of the Colleges, both in-seat and online, a matrix structure coordinates academic and student support services across the institution.

The Donald W. Maine College of Business

The College of Business prepares students for positions of leadership in both existing organizations and new ventures. The principles of entrepreneurship play a central role in the programs and courses across the College to foster and sustain a culture of innovation. It is committed to providing opportunities for the application of knowledge through experiential learning and requires every graduate to complete an internship or field experience course-based project. The College of Business is the largest component of the university with 23 full-time faculty and approximately 3,300 students. Its roots go back to the founding of Davenport's predecessor institution in 1866, when bookkeeping, arithmetic and penmanship were key skills needed to succeed in business.

The College of Business offers four associate degree programs, 17 bachelor degree programs, and 12 master's degree programs – the MBA, the innovative Competency-Based MBA, Executive MBA, Master of Management, Master of Accountancy, and Master of Data Analytics. In addition, students have the ability to enhance their skills and employability through specialized post-baccalaureate and graduate certificate programs targeted at career fields that are in high demand or emerging fields such as post-baccalaureate certificates in Sustainable Business Development, Risk Management and Insurance, Human Resources Management, and Global Project Management. Graduate certificate programs include Finance, Forensic Accounting, Health Care Management, Human Resource Management, Internal Auditing, and Strategic Management.

The Donald W. Maine College of Business building opened in 2017. This 60,000 square foot state-of-art facility was designed to maximize collaboration and team learning and houses the Jandernoa Entrepreneurial Center, whose mission is to build and expand business enterprises throughout the region.

For more information visit, <https://www.davenport.edu/academics/areas/business>

The College of Technology

The College of Technology prepares graduates for success in the rapidly changing world of technology. With bachelor degrees focused on hot career fields such as computer science, computer information systems, cyber defense, network management & security, digital forensics, and technology project management, students are deeply immersed in their specific discipline while cultivating responsiveness to changes and challenges within the industry. Graduate degrees in computer science, data analytics, technology management, and information assurance further foster career expansion. There are 11 full time faculty in the college and an approximate enrollment of 700 students.

The College holds the distinction as a “Center of Academic Excellence” (CAE) in cyber defense education by the National Security Agency, Department of Homeland Security, and Department of Defense, ensuring students have access to the highest level of preparation in the fields of cyber defense and information assurance, as well as access to scholarships and jobs designated only for students and graduates of CAE programs. In every degree, numerous courses are constructed to prepare students for external certifications enhancing employability at the highest levels. Student organizations within the college include the Student Association of Project Management, Women in Technology and the Cyber Defense Organization, which has won numerous first-place awards in national competitions.

For more information visit: <https://www.davenport.edu/academics/areas/technology>

The College of Health Professions

The College of Health Professions offers Associate of Applied Science degrees in Health Information Technology and Medical Assisting, bachelor degree programs in Medical Case Management, Health Services Administration, and Health Information Management, plus a pre-licensure Bachelor of Science in Nursing and an RN to BSN degree completion program for registered nurses. The College of Health Professions features Master Degree programs for Health Informatics & Information Management, Nursing, and Occupational Therapy, with the Health Care Management concentration MBA also supported. There are 48 full-time faculty in the College and total student enrollment is approximately 1,500.

For more information, visit: <https://www.davenport.edu/academics/areas/health-professions>

The College of Arts and Sciences

The College of Arts and Sciences provides a practical curriculum that begins with a solid foundation in general education. The College was established in 2011 to enhance the general education programs that were in place prior to the reorganization of Davenport's academic platform. It has since launched bachelor degree programs for biological laboratory sciences and integrative professional studies—social work, plus a master's degree and graduate certificate in data analytics.

The mission of Davenport University is to “prepare(s) individuals and organizations to excel in the knowledge-driven environment of the 21st century.” To that end, the Davenport University Excellence System was created, consisting of nine overarching competencies that employers said were crucial to students succeeding in their profession. These competencies are:

- Ethical Reasoning and Action
- Global and Intercultural Competence
- Critical and Creative Thinking
- Analysis and Problem Solving
- Leadership and Teamwork
- Information and Technology Proficiency
- Written Communication
- Professional Communication
- Civic and Social Responsibility

Faculty developed student learning outcomes for each of these competencies and have interwoven these outcomes throughout the curriculum of every program. The University completed pilots in the assessment of these competencies that have informed the curriculum and is leading to the actual certification of graduating students.

The College of Arts and Sciences develops and maintains the majority of courses in the Foundations of Excellence section of each degree program—whether it be in business, technology, or health. These courses include English, humanities, social sciences, math, environmental science, and diversity. For international students, this College offers a series of English as a Second Language (ESL) courses. For students interested in another language, Spanish is regularly offered on campus as well as online.

The faculty in the College of Arts and Sciences have been active proponents of service learning as well as study abroad. These opportunities offer students a chance to apply their learning and expand their knowledge through real-world experiences. Full-time faculty in this College total 27.

For more information, visit <https://www.davenport.edu/academics/areas/arts-and-sciences>

The College of Urban Education

The College of Urban Education was created in 2013, and currently offers a Master of Science degree in Urban Education. A new Master of Science degree in Leadership for Principals and Superintendents has also been developed and a new undergraduate degree in Urban Education with a clinical foundation and focus on STEM is being created in cooperation with Grand Rapids Public Schools.

For more information, visit: <https://www.davenport.edu/academics/areas/urban-education>

Qualifications and Procedure for Application

Bachelor's Degree in accounting or finance. Master's degree and possession of a license as a certified public accountant in Michigan preferred.

Minimum of 5 years of leadership experience in financial management with increasing responsibilities for multi-faceted direction and planning. Higher education and/or non-profit experience preferred.

Demonstrated ability to work accurately, effectively and efficiently with computerized systems. Knowledge of database and financial computer application systems to supply the most accurate financial information.

Demonstrated experience in promoting an inclusive culture where there was an ongoing practice of assessment (measuring), planning and improvement

Demonstrated ability to work effectively with people of diverse backgrounds and promote an inclusive working environment, spirit of cooperation and positive reactions to change and conflict resolution.

Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.

Demonstrated excellent analytical and organizational skills.

Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.

Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the University.

Referrals, inquiries, nominations, and applications are invited. Review of applications will begin immediately and will continue until the position is filled.

Are you exploring the idea for yourself or a referral? Feel free to contact our Executive Vice President for Organizational Development and Finance, Mr. Dave Veneklase at dveneklase@davenport.edu.

Are you ready to apply? Candidates should provide a resume, a letter of application that addresses the responsibilities and requirements described in this leadership profile, and the names and contact information of three references. References will not be contacted without prior knowledge and approval of candidates. These materials should be included with an online application to our job portal at <https://www.davenport.edu/careers-at-davenport>.

Davenport University is an equal opportunity employer.

The material presented in this position specification should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from Davenport University documents and personal interviews and is believed to be reliable. While every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.