



CHIEF FINANCIAL OFFICER
ALBION COLLEGE
Albion, Michigan
[Albion College](#)



Albion College

The Aspen Leadership Group is proud to partner with Albion College in the search for a Chief Financial Officer.

The Chief Financial Officer will direct the financial functions of Albion College, including assurance of the accuracy and conformance of financial statements with generally accepted accounting principles (GAAP); maintaining an effective system of management and operational budgeting, financial reporting, internal controls and analysis to support key decisions; assuring compliance with legal, financial, and statutory regulations; maintaining an effective financial risk management program; overseeing treasury operations and cash management; effectively working with the investment committee of the board on endowment management; leading an effective program for evaluation of capital projects; managing an effective long-term financial planning process, all with the goals and objectives of the College and President central to each function.

The Chief Financial Officer will partner with the President to develop mid- and long-term financial strategies for the College. A results-driven, collaborative, and complex problem-solver, the Chief Financial Officer will be comfortable making high-level decisions on behalf of the college, and be accountable for those decisions. The Chief Financial Officer will partner with the President in transformational leadership of the institution and work effectively with the senior leadership of the College.

Albion College is an undergraduate institution committed to liberal education in the arts and sciences. Such an education empowers individuals to live lives of constructive purpose and accomplishment, enriched by the confidence and pleasure that come from thinking logically, imaginatively, and humanely. In light of this vision Albion College seeks to create and maintain a supportive, intellectually stimulating community which exhibits and prizes curiosity, creativity, dissent, and diversity.

Albion College believes in the fundamental worth of a broad exposure to intellectual and artistic achievement, and to the best that has been thought and said about the world and our place in it. An Albion College education introduces students to classical modes of analysis, interpretation, and argument; to unfolding scientific inquiry into the nature of the physical world; and to the ways in which contemporary debates derive from and extend an historical but continuing dialogue about enduring questions.

At Albion College students are invited to engage in ongoing conversations centered upon their cultural heritage, yet responsive to global concerns. Albion College students will find their own voices by paying attention to the finest expressions of Western and other intellectual and spiritual traditions. Far from inviting a passive acceptance of such traditions, the college encourages students to question and challenge them, and to evaluate ethically the social uses they serve and the ends that they advocate.

Teaching and learning are central to the mission of Albion College. This means that while faculty members are productive in scholarly and creative endeavors, their primary commitment is to teaching – specifically to fostering the intellectual engagement and growth of students. The primary responsibility of students at Albion College is to develop mastery in the methods by which knowledge is acquired, critically evaluated, and appropriately applied. This emphasis prepares students for a lifetime of learning and a multiplicity of possible careers by developing their broad reasoning, writing, and speaking abilities. While the classroom is at the heart of our educational mission, the entire College community shares in the learning experiences found in Albion's residential setting and through involvement in out-of-classroom opportunities and experiences, including those in the City of Albion.

In recruiting new members to the Albion College community, the college seeks individuals of intellectual promise from various racial, class, ethnic, and geographic backgrounds, whose perspectives can contribute to a process of mutual education within and outside the curriculum. This aim can best be achieved in an environment where individuals value differences and enter into constructive dialogue toward common goals. By pursuing its educational mission, all members of the Albion community will grow in the capacity to work, live, and serve effectively with others.

REPORTING RELATIONSHIPS

The Chief Financial Officer will report to President Mathew Johnson, Ph.D. The Chief Financial Officer will provide direct supervision to the Controller, Senior Finance Analyst, and other financial affairs staff.

PRINCIPAL OPPORTUNITIES

Taking on the Chief Financial Officer (CFO) role at Albion College provides an opportunity to join a unique liberal arts college environment. Albion is deeply dedicated to the success of students by removing barriers to student success and is deeply committed to our local community. Over the past few years, the College has built strategic partnerships in the City of Albion and understands that our success is uniquely tied to our relationships to the City.

As a member of the senior leadership team, the successful candidate will work in a very collaborative environment with colleagues oriented around a strategic vision. Our vision articulates that Albion College will be a leader in three major areas: purpose, belonging, and action. The goal of a liberal arts education is to prepare students for a life of public purpose. We know that our institution will only succeed when our students feel that they belong to our campus and our community. Students at Albion College are also prepared to live a life of action — it is more than just thinking about challenges, but putting knowledge to action. The successful candidate will be part of the leadership team who articulates and implements that vision.

This role will present the successful candidate with strategic questions, exciting challenges, and continuous opportunities to secure Albion College's place as a leader among liberal arts institutions held together by a strong financial and business model.

PRIMARY RESPONSIBILITIES

The Chief Financial Officer will

- plan, develop, organize, implement, direct, and evaluate the organization's fiscal function;
- ensure that the College is in compliance with financial regulatory, legal, administrative, collective bargaining, contractual, procedural, and accounting standards;
- manage the process for forecasting cash flow position and ensuring sufficient funds are available to meet ongoing operating and capital investment needs, management of short-term and long-term debt, and any related interest rate SWAP activities, and maintenance of debt covenants;
- coordinate and monitor debt issuance with external financial advisors, bond counsel, etc.;
- oversee preparation of the annual budget whereby organizational needs are identified, consensus on priorities is obtained, and that consensus is translated into a financial plan;
- monitor external events and developments to ensure that budget preparation incorporates the most current information;
- serve as a member of the College Board Investment Committee;
- provide oversight and advice regarding college financial risk;
- direct the purchasing activities of the College, including contract management (e.g. dining services and the bookstore) and managing the strategic development of the Harrington neighborhood; strategically manage and monitor all institutional property, casualty, general liability, and insurance programs, and work with the Human Resources department regarding institutional risk management;
- direct the Controller regarding budget management, modeling, and the year-end closing process;
- supervise the annual audit;
- direct the development financial planning and accountability across the College;
- evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory interaction;
- develop credibility for the finance group by providing timely and accurate analysis of budgets and financial reports that will assist the President, board, and senior management in managing their responsibilities;
- enhance and/or develop, implement, and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the College;
- establish credibility throughout the organization and with senior management, the President, and the board as an effective problem-solver;
- be viewed as approachable and as a mentor to people in discussing financial issues;
- ensure that the Board of Trustees is informed about and confident in the financial management of the College and support board members in fulfilling their fiduciary responsibilities;
- optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position;
- promote effective communication across the campus on financial matters and support a shared financial understanding throughout the college; and
- provide financial and budget transparency for faculty, staff, and students.

UNIVERSITY LEADERSHIP



Mathew Johnson, Ph.D.
President

Dr. Mathew Johnson began his tenure as the 17th president of Albion College on July 1, 2020. A global leader in higher education, he leads the development of Carnegie Foundation Elective Classifications, the Elective Classification for Community Engagement, and a multi-year international Carnegie Community Engagement Classification project, involving 26 institutions of higher education across the world. Dr. Johnson co-founded and co-directs the National Assessment of Service and Community Engagement. He also sits on the editorial board

for *Gateways: International Journal of Community Research and Engagement*, and has been recognized as an Ashoka Change Leader by the Ashoka Foundation. Dr. Johnson serves as a Carnegie Visiting Fellow at the Carnegie Foundation for the Advancement of Teaching, and is a fellow at the Doerr Institute for New Leaders at Rice University. He consults for universities globally and has led projects in Ghana, Bolivia, India, and elsewhere.

For the past five years, Dr. Johnson served as Associate Dean of the College for Engaged Scholarship, as well as Senior Fellow and Executive Director of the Howard R. Swearer Center for Public Service, at Brown University. Dr. Johnson led the development of a transformational strategic plan and oversaw the growth and development of curricular and co-curricular programs, including Brown in Washington, the Engaged Scholars Program, the Bonner Community Fellowship, the Brown University AmeriCorps VISTA Fellowship, Community Corps, and the Royce Fellowship. He also guided new approaches to Faculty Fellowships and Community Practitioners in Residence. Under his leadership, the Swearer Center made significant curricular contributions to Brown, including guidance to departments endorsed by the College Curriculum Committee for capstones, for credit related to experiential learning, and for the creation of a new curricular category for “community-based learning and research” courses.

Dr. Johnson led several significant shifts in the Swearer Center. Commitments to diversity and inclusion led to fundamental changes in staffing, orientations to partner organizations and communities, and student-participation demographics. The Center embraced a philosophy that positioned community partners as experts and leaders, and worked to develop more robust co-curricular training for students to critically examine issues of power, privilege, and positionality in their community engagement. He also secured significant new resources for the Center.

Earning his Ph.D. and M.A. in sociology from Brandeis University, Dr. Johnson has been a faculty member for more than 20 years. He has held appointments as Professor of the Practice in Sociology and served as a tenured professor in both sociology and environmental studies at his undergraduate alma mater, Siena College.

Dr. Johnson maintains an active research and professional academic profile, including several edited volumes, chapters and articles on community engagement, including “Elective Carnegie Community Engagement Classification” (co-editor, Stylus, 2018), editor and author of “Deepening Community Engagement in Higher Education: Forging New Pathways” (Palgrave Macmillan, 2013) and “Crossing Boundaries: Tensions and Transformation in International Service-Learning” (Stylus, 2014).

PREFERRED QUALIFICATIONS

Albion College seeks a Chief Financial Officer with

- the independent strategic judgment needed to plan, prioritize, and organize a diversified and highly confidential workload;
- knowledge of and experience with financial models, cost/benefit analysis, and investment analysis;
- support for the mission, vision, and goals of the College, including strategic planning for the future development of the college and related infrastructure;
- knowledge of financial functions including financial reporting, internal controls development and implementation, financial planning and budgeting, financial systems implementation and management, and treasury and debt management;
- strong interpersonal, verbal, written, and presentation communication skills;
- strong analytical, critical thinking, strategic planning, and decision-making skills;
- organizational and prioritization skills;
- proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Suite, Banner, and other financial software;
- risk management skills;
- leadership and supervisory skills;
- an ability to work with a wide range of internal and external constituencies in a diverse campus community;
- an ability to work effectively with the senior leadership of the college;
- personal and professional integrity and commitment to honesty and ethics;
- an ability to maintain confidentiality; and
- a demonstrated ability to work independently and under pressure, to manage multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness.

A bachelor's degree is required for this position as is significant progressive professional experience in finance, investment, endowment management, investment banking, debt and cash management, insurance, contracts, and risk management, treasurer, controller, and other senior financial functions.

A master's degree (MA or MBA) is preferred as is Certified Public Account licensure and higher education experience.

DIVERSITY, EQUITY, AND INCLUSION

A liberal arts education, by definition, should liberate minds. This process is enhanced in a community that is committed to educational equity, diversity, and unrestricted inquiry. Albion College seeks to foster an environment of mutual respect, acceptance, appreciation, and caring for all members of its community. Albion College condemns all forms of discrimination and harassment, while reaffirming its commitment to academic free speech. It also commits itself to the recruitment and retention of both women and minority faculty, staff, and students, the integration of cultural diversity in the curriculum, and the development of a truly inclusive multicultural campus environment.

Albion College is committed to a policy of equal opportunity and nondiscrimination on the basis of sexual orientation, race, color, ethnicity, national origin, religion, sex, gender identity, gender expression, age, disability, marital status, or veteran status as protected by law, in all educational programs and activities, admission of students, and conditions of employment.

Albion College is historically related with the United Methodist Church, the modern form of the denomination that founded the college in 1835. Albion College focuses on Christian unity and understanding diversity within Christianity. People from other religious backgrounds are equally included in spiritual life at Albion College. There is no preferential treatment; the college has a core commitment to supporting a spiritually diverse campus and promoting academic freedom.

Albion is committed to maintaining a welcoming and inclusive environment. In light of the diversity of opinion and ongoing discussions within United Methodism about the theology and ethics of homosexual practice, marriage, and ordination (represented by groups such as Reconciling Ministries Network), Albion's faculty does not endorse the teachings of the Book of Discipline on these matters. Instead, the faculty seeks to facilitate fruitful ongoing dialogue about them.

SALARY AND BENEFITS

Albion College offers a competitive salary and benefits package.

LOCATION

Albion College is located in the city of Albion, Michigan, bordered on the south by the Kalamazoo River.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Albion College.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Chief Financial Officer, Albion College.](#)

To nominate a candidate, please contact Don Hasseltine:

[donhasseltine@aspenleadershipgroup.com.](mailto:donhasseltine@aspenleadershipgroup.com)

All inquiries will be held in confidence.