

PACIFIC
School of Religion

BERKELEY, CA

**VICE PRESIDENT
FINANCE & ADMINISTRATION**

EXECUTIVE RECRUITMENT

Conducted by



**THE HAWKINS
C O M P A N Y**

*Executive Search Consultants
Connecting Leaders; Affecting Change*

THE ORGANIZATION

Pacific School of Religion (PSR) is a progressive, multi-denominational seminary and center for social justice that prepares a diverse cadre of spiritually rooted leaders with the vision, resilience and skill to create a world where all can thrive. PSR is home to Ignite Institute (a leadership innovation lab), the Center for LGBTQ and Gender Studies in Religion (shaping a new public discourse on religion, gender and sexuality), and the Badé Museum of Biblical Archaeology.

Adjacent to the University of California at Berkeley campus, PSR is a member of the Graduate Theological Union (GTU), an ecumenical and interfaith consortium of seminaries, centers and institutes. PSR provides an education that is intellectually challenging, culturally pluralistic, and morally and spiritually enriching. It is a distinctive community, marked by the diversity of its students, faculty, staff, administration and partners. Close to 150 students are active in the school's graduate and leadership programs, representing a broad range of cultural and ethnic heritages, spiritual backgrounds, genders and sexual orientations, hailing from all over the US and abroad. In addition to accredited degree programs, PSR offers leadership programs and flexible learning opportunities to students, community members, and organizations. More than 2,800 alumni are leaders in religious communities and social change agencies in the US and around the world.

THE POSITION

The Vice-President of Finance and Administration reports to PSR's President and is responsible for leading and directing PSR's business functions including accounting, financial reporting/forecasting, budget development and oversight, talent management, facilities, and information technology. PSR employs a total of 32 faculty and staff and has an operating budget of \$7.6 million. The VP ensures the integrity and sufficiency of PSR's financial, business, and administrative systems.

The VP serves as a global strategic thought partner to the President and a dynamic, diverse, and experienced executive team providing leadership in strategic planning, financial strategy, and institutional evaluation/assessment. Moreover, the position plays a critical role in the strategic decision making and operations as PSR continues to boost its financial health through high quality programming, and creative earned income and revenue enhancements to realize the institutions future growth.

As the institution's Chief Financial Officer with total responsibility of a , the VP will manage PSR's cash flow through prudent budget practices, maintaining the integrity of funds coupled with creating financial forecasting business models and scenario analyses to aid in the development of PSR's strategy toward long-term sustainability. The position works closely with the President to support the fiduciary and organizational compliance responsibilities of the Board of Trustees.

Top Priorities for the of VP Finance & Administration:

- Review and assess PSR's finances and develop a plan for financial stability that includes an entrepreneurial business model that reorients the institution to the current population/enrollment size and supports strong financial management and sustainability.

- Evaluate the finance/administration services, systems, structure, and operations and create operational/systemic efficiencies and financial models that support institutional financial planning and analysis.
- Communicate and get Board buy-in to support financial stability/sustainability plan.
- Become familiar with and connects the dots between the institution's Diversity & Inclusion and Belonging strategy and administration goals.

The Vice President's essential duties and responsibilities include:

- Lead a cohesive, service-oriented, and well-functioning finance and administration department, including oversight of facilities director and personnel.
- Ensure timely and accurate budget analysis and financial reporting for the executive team, President, and board of trustees.
- Disseminate information within the institution on budgetary processes and procedures related to operating and capital expenditures.
- Advise the President and executive team on the impact of long range financial and organizational planning.
- Collaborate with internal departments and external agents and constituencies to provide financial information/reports to accomplish strategic initiatives.
- Oversee contract management and accountability of outside vendors providing HR and financial services.
- Serve as the liaison to the finance committee of the Board of Trustees and actively participate in formulating fiscal and managerial policies and decisions.
- Partner with the Board's finance committee and investment committee to develop appropriate investment policies and guidelines and oversee PSR's investments and other assets to maximize performance in support of the school's mission and future growth.
- Work closely with the School's financial aid service provider to ensure superior student service and strict compliance with federal award rules and regulations.
- Attend to the concerns and career development of PSR's employees and oversee HR policies, compensation systems, and risk management.
- Comply with federal, state, local, and accreditation financial and reporting requirements.
- Perform other duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will care deeply about how spiritually rooted and values-based leaders can shape and transform our institutions and world. They will be a strong financial management leader, comfortable in a small shop environment and excited by the opportunity to help PSR realize long-term financial sustainability.

The successful candidate will possess the following attributes:

- A winning blend of intelligence, passion for excellence, empathy for others, integrity, a systems approach, and a firmly grounded sense of humor.

- Financial management with organizational growth experience and specific expertise in financial planning and analysis.
- Big picture understanding of finance and a creative thinker around the possibilities for revenue enhancements.
- Strong interpersonal skills with the ability to interact comfortably with the full spectrum of constituents including students, faculty, staff, trustees, peers, direct reports, accreditors, professional service providers, bankers, auditors, and colleagues at the GTU and in other organizations.
- Singular skill at translating complex finance and accounting principles to a non-finance audience.
- Demonstrated experience fostering workplace equity and diversity.
- Ability to anticipate problems and provide smart, creative, fully formed, and defensible solutions.
- Proficient at establishing an effective, trusting, and generative relationship with PSR's President.
- Strong entrepreneurial mindset with a consultative intellectually curious approach
- Diplomatic; strong EQ; and service oriented.

CANDIDATE QUALIFICATIONS/EXPERIENCE

Experience

- Minimum Bachelor's degree in accounting, finance, or related discipline.
- MBA or CPA and experience in higher education or non-profit management preferred.
- Eight to ten years of progressive management experience in finance, accounting, and administration.

COMPENSATION AND BENEFITS

Pacific School of Religion offers a competitive salary and employment benefits package commensurate with qualifications and experience.

The position is open until filled. First consideration will be given to applications received by **xxxx xx, 2020**. To apply for this outstanding opportunity, please electronically submit your resume and a cover letter of interest to The Hawkins Company: psr.vp@thehawkinscompany.com. The letter of interest should outline why you are interested in joining PSR and your relevant accomplishments.

Confidential inquiries are encouraged and can be directed to: Ms. Brett Byers, 323-403-8279, brett@thehawkinscompany.com and/or Mr. Cary Jordan, 718-753-4008, cary@thehawkinscompany.com

Pacific School of Religion is one of the most diverse educational institutions in the country. We fully and actively support equal opportunity for all people, seeking to enrich our community's diversity in terms of race, color, religion, gender, gender identity, sexual orientation, marital status, national origin or ancestry, disability, veteran status, or citizen status. We seek candidates with a demonstrated commitment to diversity, academic excellence, community building, and meaningful connection with historically underrepresented groups of people and institutions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.