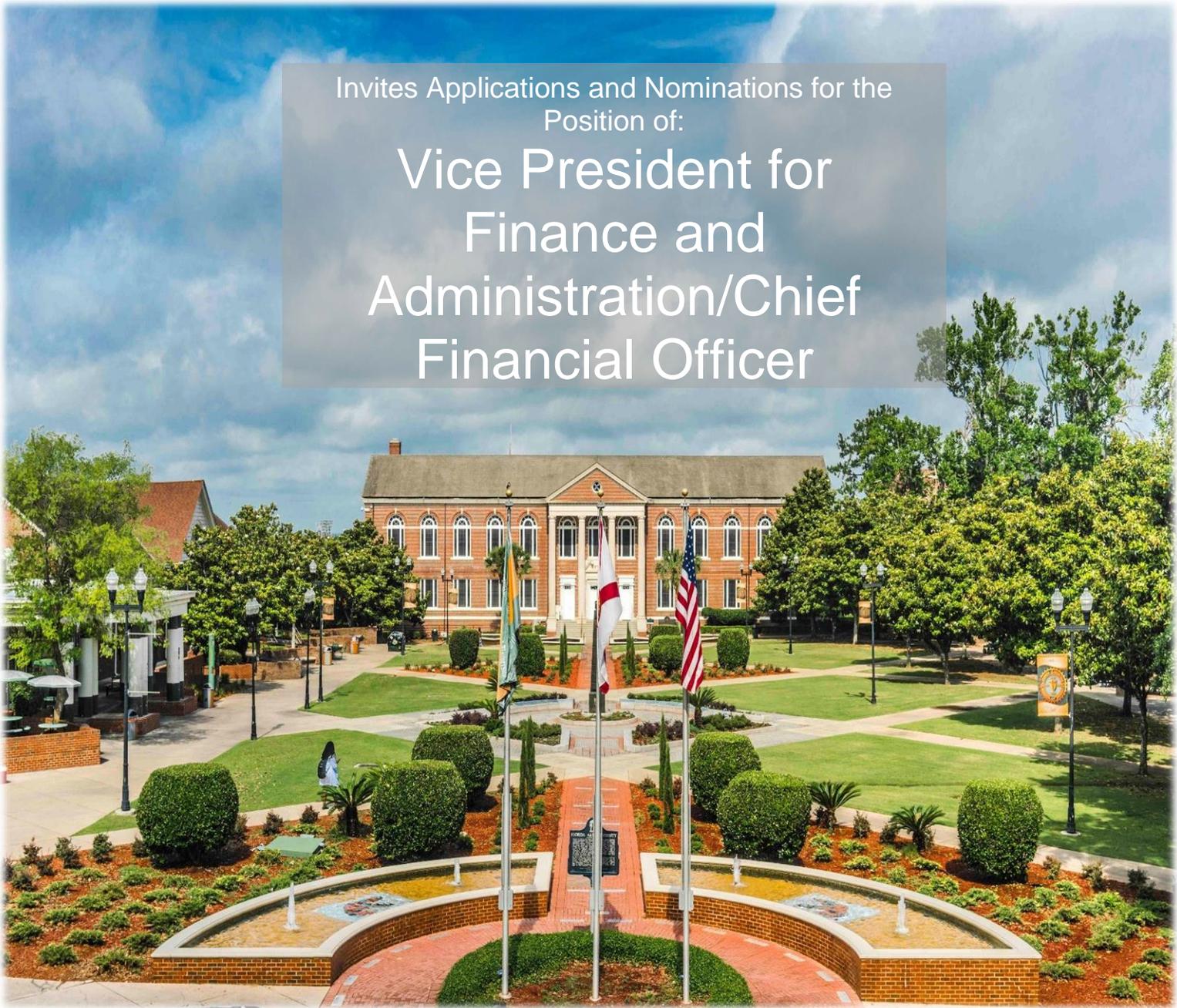




**FLORIDA
AGRICULTURAL AND
MECHANICAL
UNIVERSITY**



Invites Applications and Nominations for the
Position of:
**Vice President for
Finance and
Administration/Chief
Financial Officer**

The Opportunity

Florida Agricultural and Mechanical University (FAMU) is seeking an innovative, strategic, and dynamic leader to serve as the Vice President for Finance and Administration/Chief Financial Officer (CFO).

The Vice President/CFO reports directly to the President. As the principal administrative and fiscal advisor to the President, the Vice President/CFO will serve as an active participant on the President's Leadership Team and is responsible for the fiscal integrity of the University. The Vice President is responsible for supporting the University's academic mission and programs through the following institutional functions: Financial Planning, Controller and Treasury Operations, Information Technology, Operational Effectiveness, Budgeting, Business and Financial/Auxiliary Services, Procurement Services, Construction and Facilities Management, Plant Operations and Maintenance, Environmental Health and Safety, and Human Resources.

The Responsibilities of the CFO

To provide oversight and is responsible for leading, directing, developing, and implementing University financial management and fiscal programs, policies, and procedures to ensure proper utilization of assigned financial resources to optimize the support of university employees, the success of student financial programs and the accountability of all funds allocated to the University by the State of Florida, the federal government, and auxiliaries.

- › Oversees the development of the University's annual operating budget and ensures appropriate reporting to the President, the Board of Trustees, and the Board of Governors
- › Responsible for building a first-class business infrastructure by recruiting, developing, and retaining diverse and exceptional staff
- › Adopting a new budgeting model to support institutional strategic priorities more effectively.
- › Responsible for the financial accounting system, financial reports and statistical data concerning the financial health of the University.
- › Responsible for the development and implementation of a comprehensive, multi-year financial model to guide strategic decision making through detailed analysis and projections.
- › Improve transparency and strengthen internal controls to improve compliance and support strategic decisions.
- › Enhance business processes to improve efficiency and cost effectiveness in University operations. Leverage technology and establish a data-driven culture.
- › Responsible for ensuring contract administration for staff collective bargaining agreements
- › Accountable for the development and maintenance of the University's Foundation Board and Investment Committee
- › Develop and maintain a University-wide culture of service excellence.

- › Sustain superior service levels with ongoing monitoring, accountability, and recognition programs to reward excellent customer service.
- › Employs measures of accountability for compliance with University policies, regulations, and internal operating procedures
- › Conducts and documents performance evaluations in a timely manner for each subordinate.
- › Assesses and documents subordinates' ability to comply with all relevant University policies, regulations, and internal operating procedures.

Qualifications

Education and Experience

- › Bachelor's degree in an appropriate area of specialization (e.g., Business, Finance, Accounting, etc.) and ten (10) years of related experience; or a master's degree in an appropriate area of specialization and eight (8) years of related experience.
- › CPA preferred
- › Higher education or public agency administration experience preferred
- › Demonstrated experience working with federal and state mandates/guidelines
- › Experience managing the financial affairs for a complex organization
- › Demonstrated skills in financial and budget planning and management
- › Demonstrated success in leading and mentoring professional staff and cross functional teams
- › Experience managing data and systems for a complex organization

Characteristics

- › Strong commitment to supporting the University's history and mission
- › Strong commitment to diversity and inclusion
- › Collaborator
- › Demonstrated ability to build relationships and work collegially with internal and external constituencies
- › Understanding of the interrelationships of academic and administrative unit
- › Strong financial analytical and problem-solving skills
- › Ability to embrace and utilize emerging technologies
- › Knowledge of challenges and trends in global higher education
- › Excellent communication skills

The Division of Finance and Administration

The Division of Finance and Administration strives to provide excellent business, financial, facilities, and technological support services necessary for the University to meet its overall mission.

Mission

To consistently deliver high quality services that drive student success, financial stability, campus and infrastructure sustainability and a compliance productive work environment.

Vision

To aspire to our fullest potential as a finance and administrative organization that delivers exceptional services to facilitate a premier, land-grant, doctoral research university that produces globally competitive graduates.

Core Values

- › Student and Stakeholder Focus
- › Innovation in Processes and Services
- › Financial Integrity and Transparency
- › Diverse and Inclusive Work Environment
- › Aesthetic, Safe and Sustainable Physical Resource
- › Rapidly Adapting to Changing Stakeholder Needs
- › Striving for Both High Quality and Cost Efficiency

About Florida Agricultural & Mechanical University

Founded in 1887 as the State Normal College for Colored Students, Florida Agricultural and Mechanical University (FAMU), is a public, fully accredited member of the State University System of Florida. FAMU is an 1890 land-grant, doctoral/research institution and is the premier school among historically Black colleges and universities. Prominently located on one of “the highest of seven hills” in Florida’s capital city of Tallahassee, Florida Agricultural and Mechanical University remains the only historically black university in the 12-member State University System of Florida (SUS).

FAMU provides support to the nation and the global community in helping to create a collaborative research infrastructure dedicated to improving lives across interconnected communities. It is classified as a Higher Research Activity Institution by the Carnegie Foundation for the Advancement of Teaching.

FAMU offers 54 bachelor’s degrees, 29 master’s degrees, three professional degrees, and 12 doctoral programs in a wide range of academic areas. The three professional degrees include the Juris Doctor, Doctor of Pharmacy, and the



Doctor of Physical Therapy. The 12 doctoral degree programs include 11 doctoral degrees and one Doctor of Public Health (DrPH). The doctoral degrees include the following: biomedical engineering, chemical engineering, civil engineering, electrical engineering, mechanical engineering, industrial engineering, pharmaceutical sciences, physics, educational leadership, environmental science, and entomology. The University has 14 colleges and schools.

The University's campus expands over 422 acres in Tallahassee and has several satellite campuses across Florida, including the College of Law in Orlando and the College of Pharmacy and Pharmaceutical Sciences (COPPS) which has sites in Miami, Jacksonville, Tampa and Crestview; and the FAMU Farm in Quincy.

Originally designed to meet the needs of the underrepresented and the underprivileged, FAMU continues to serve the citizens of Florida and the world through its provision of pre-eminent academic programs. For more information on Florida Agricultural and Mechanical University's rich history, visit: <http://www.famu.edu/index.cfm?AboutFAMU&History>.

Mission

FAMU is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins, and nationalities as life-long members of the university community. (Adopted by the FAMU Board of Trustees, October 2009)

Vision

FAMU will be recognized as a premier land-grant, doctoral research university that produces globally competitive graduates.

Achieving this vision requires the University to provide students with an educational experience that allows them to compete in the 21st century global economy. Today's students are interested in becoming entrepreneurs, innovators, and thought leaders. They are not just interested in getting a job but addressing social issues and providing transformational solutions to world and

Enrollment (2020)

Total enrollment is 9,184
80% Undergraduate; 20% Graduate
65% Female; 35% Male

Student-to-Faculty Ratio

14:1

Full-time Instructional Faculty

561; 72% are tenured or tenure-track

Non-Faculty Staff

1,096

Florida Agricultural and Mechanical University Foundation (2021)

FAMU Foundation's assets and managed funds totaled more than \$164 million

Contracts & Grants (2021-2022)

\$62.6 million

community problems. FAMU is enhancing its status as a first-choice institution that students will pay for and in which donors will invest. The University will create strategies and choices to accomplish this, using six guiding principles: quality, integrity, transparency, accountability, core values, and outstanding customer service.

Strategic Plan

FAMU conducted a broad and participative strategic planning process, resulting in the plan entitled, “*FAMU Rising*” ([*FAMU Strategic Plan, 2017-2022.*](#)) The strategic plan provides the University with a road map of actions that transcend the boundaries of colleges, schools, and administrative units. This plan puts FAMU in a position to compete not only with other HBCUs but any other university in the state and the nation as we produce highly trained undergraduate and graduate students with the purpose of helping families attain their educational and financial dreams. Through the implementation of the goals and strategies, FAMU demonstrates its dedication to “rising” to meet all challenges and to making contributions to the state of Florida and the world that are bold and exceed all expectations. The plan will lead to the university to becoming internationally recognized as a premier land-grant doctoral research institution that produces globally competitive graduates.

The following six strategic priorities of the plan are:

- › Exceptional student experience
- › Excellent and renowned faculty
- › High-impact research, commercialization, outreach, and extension services
- › Transformative alumni, community, and business engagement
- › First-class business infrastructure
- › Outstanding customer experiences

Institutional Governance and Structure

FAMU is part of the State University System of Florida, composed of 12 universities of varying sizes and missions, which is overseen by the Florida Board of Governors, a constitutional body. The president reports directly to the Florida Agricultural and Mechanical University Board of Trustees, which consists of thirteen (13) members. Six (6) trustees are appointed by the governor, and five (5) trustees are appointed by the Board of Governors, subject to confirmation by the Florida Senate. These trustees serve staggered terms of five (5) years. The University’s academic programs are managed by the provost and vice president of academic affairs. The presidents of the faculty senate and student government association are elected by their bodies and serve a one-year term. As the governing body of the University, the Board of Trustees is charged with policy making for the University. The powers and duties of the Board of Trustees are set forth in Sections 1001.71 - 1001.73, Florida Statutes; and Board of Governors Regulation 1.001.

The University is committed to shared governance, with faculty members represented through a faculty senate. The faculty senate is the highest legislative body within the University and advises the president on academic matters and other concerns affecting more than one school or

college. The faculty senate considers, legislates, and advises on all matters of general university interest. Faculty senators are elected annually for two-year staggered terms in March of each year by the faculty of each college or school. New senators take office at the initial fall meeting of the faculty senate. In addition, various members of the University administration may serve ex-officio members, and the student government associate elects four (4) student members. The faculty senate elects its officers, sets its own rules of procedure, and establishes committees to perform senate functions.

Core Values:

Scholarship, Excellence,
Openness, Fiscal
Responsibility,
Accountability,
Collaboration, Diversity,
Service, Fairness,
Courage, Integrity,
Respect, Collegiality,
Freedom, Ethics, and
Shared Governance



Accreditation

FAMU is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) to award baccalaureate, master's, professional and doctoral degrees. In addition to SACSCOC accreditation, individual colleges, schools, and departments are accredited by their appropriate accrediting agencies.



About Tallahassee

The city of Tallahassee, the county seat, and the only incorporated city in Leon County, was established in 1825. Now Leon County's largest city, Tallahassee, is also home to the Florida legislature. Over the last 10 years the population within the city of Tallahassee has grown making it the 12th fastest growing metropolitan area with a growth rate of 12.4%, which is higher than Miami and Tampa. With a 2020 population of 199,205, it is the 9th largest city in Florida and the 122nd largest city in the United States. Tallahassee is currently growing at a rate of 1.44% annually and its population has increased by 9.83% since the most recent census, which recorded a population of 181,376 in 2010.



Highlights of Tallahassee

- › Nationally Tallahassee ranks among the top 100 cities as
 - One of the best cities to live in America
 - One of the best cities for millennials in America
 - One of the best cities to raise a family in America
 - One of the cities with the best public schools in America
- › In 2020, Tallahassee ranked among the top 25 of the most educated cities in America
- › In 2020, Tallahassee ranked No. 1 in Florida and No. 47 in the nation for the best city to start a business according to Wallet Hub
- › Tallahassee is currently ranked as the No. 18 best college town in the nation by Best College Reviews
- › According to the 2020 World Population Review, Leon County is the most highly educated county in Florida with 45.71% of residents holding a Bachelor's, Master's, professional or doctorate degree, compared to the national average of 13.1% and the Florida average of 29%.

Tallahassee has been recognized by Money Magazine as one of the three top medium-sized cities in which to live. The medium household income is around \$40,000 and also ranked the "Best in America" for parks and recreation by the National Recreation and Park Association. A long list of yearly festivals, museums, gardens, dining, and entertainment options attract interest from both local residents and tourists. In 2018 and 2019, Tallahassee was ranked as one of the Top 100 Places to Live by livability.com for its education, economics, as well as its artistic and cultural venues.

As the state capital, Tallahassee is home to the Florida State Capitol, Supreme Court of Florida, Florida Governor's Mansion, which was added to the U.S. National Register of Historic Places in 2006, and nearly 30 state agency headquarters. The city also is known for its large number of law firms, lobbying organizations, trade associations and professional associations, including the Florida Bar and the Florida Chamber of Commerce.

Tallahassee has a humid subtropical climate with long summers and short, mild winters, as well as drier springs and autumns. Summers in the city are hotter than in the Florida peninsula and it is one of the few cities in the state to occasionally record temperatures above 100 °F (37.8 °C), averaging 2.4 days annually. The average summer temperature in July, the hottest month, is 82.0 °F. In the winter, the city is markedly cooler, with a January daily average temperature of 51.2 °F.

Local Economy

The greater Tallahassee area has the fastest growing economy per capita in Florida. The area is experiencing a rate of growth twice that of the state and nearly three times that of the country. Private development, a driving force strengthening and diversifying the local economy, is thriving in the city and signals a positive outlook for the next couple of years. Scattered throughout Tallahassee, there are close to 100 development projects in various phases. These include approximately 8,800 dwelling units and over 4.4 million square feet of non-residential uses (retail spaces, offices, hotels, etc.). These projects will translate into thousands of local job opportunities – both during development and after.

A recent analysis that considered six of these development projects estimated the total economic impact to be nearly \$775 million with more than 6,000 jobs and \$253 million in wages. Additionally, Florida A&M University has major development projects on the horizon related to the individual campus master plan. Financial impacts to the area are expected to be over \$1 billion.

<http://www.talgov.com/cotnews/majordevelopment.aspx>

Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, LLC is assisting FAMU in this search. Applications and nominations are now being accepted. Inquiries, nominations, and application materials should be directed to Greenwood/Asher and Associates. Application materials should include a letter of interest that clearly states the applicant's qualifications for the position, a current résumé/curriculum vita, and the name and email address of five professional references. Submission of application materials as PDF attachments is strongly encouraged. Initial screening

of applications will begin immediately and will continue until an appointment is made. **This search is being conducted under Florida law, including the Sunshine law and public records law.**

Please direct inquiries, nominations, and application materials to:

Marion Frenche, Practice Leader, Diversity, Equity & Inclusion,
Search Manager and Senior Executive Search Consultant

Dave Griffore, Senior Executive Search Consultant

Email: marionfrenche@greenwoodsearch.com

E-mail: davidgriffore@greenwoodsearch.com



For more information on Florida A&M University and the Division of Finance and Administration, please visit <http://www.famu.edu/> or <http://www.famu.edu/administration/division-of-finance-and-administration/index.php>

Florida Agricultural and Mechanical University is an equal opportunity/equal access University.

Successful candidate is subject to a pre-employment screening which includes a review of criminal records, reference checks and verification of education. If an accommodation due to a disability is needed to apply for this position, please call (850) 599-3076.

This search is being conducted under Florida law, including the Sunshine law and Public Records law.