



Invites Applications and Nominations for the Position of:

Vice President of Finance
and Administration

The Opportunity

Northern Virginia Community College (NOVA) invites nominations and applications for the position of vice president of finance and administration (VPFA). NOVA seeks a capable leader who will provide vision, leadership, oversight, and strategic direction to a division that includes budget, finance, payroll, facilities, auxiliary services, public safety, and emergency management.

The Role of the Vice President of Finance and Administration

The VPFA is responsible for executive leadership related to the planning, execution, and assessment of NOVA's business and financial operations and resource allocations, serving as the college's chief financial officer. The VPFA reports to the president and ensures NOVA's financial security and stability by developing and recommending sound fiscal forecasts, projections, plans, and strategies that ensure effective and efficient resource availability and allocation. This position is responsible for maintaining compliance with state and federal policies, laws, and regulations. This position is also charged with the overall management, planning, administration, and evaluation of the Division of Finance and Administration's programs, services, personnel, policies, procedures development, facilities, and budget.

The Position

The VPFA is a member of the Administrative Council and reports directly to the president, serving as the college's leader on all matters related to finance, budgeting, facilities, and public safety. The VPFA is responsible for developing a fiscally sound and effective budget that supports NOVA's commitment to student access, retention, engagement, and success. In so doing, the VPFA advances NOVA's commitment to a holistic culture of care, equity in student outcomes, and evidence-based practice articulated in the Virginia Community College System Opportunity 2027 Strategic Plan. This position is responsible for creating and maintaining fiscal strategies and policies, resource allocation frameworks, and efficiency measures that safeguard the long-term financial health of NOVA while allowing the college to take advantage of near term opportunities. The VPFA also advises the president on public safety and emergency management and is tasked with the planning and preparation necessary to secure the safety and well-being of the college community. This position is also the lead on NOVA's facilities planning and maintenance functions. The VPFA works effectively with all members of Administrative Council to advance NOVA's mission and achieve institutional operational and strategic goals. In all things, the VPFA acts in a manner that exemplifies innovation, inclusive excellence, and equity-mindedness; demonstrates the highest integrity and, when appropriate, confidentiality; and acts with sound judgment, balance, and perspective.



Knowledge, Skills, and Abilities

- Knowledge of effective budget and resource forecasting, planning, and execution within a large, complex organization.
- Knowledge of the policies, procedures, and regulations at the institutional, state, federal, and accreditation-level that impact postsecondary education.
- Knowledge of higher education principles of shared governance.
- Skilled in forming effective partnerships and collaborations across diverse stakeholders.
- Skilled in interpersonal communication and conflict resolution.
- Skilled in leading, developing, and managing personnel.
- Skilled in managing projects and processes from idea through execution and evaluation.
- Ability to synthesize and present data to varied audiences.
- Ability to analyze and make sound, informed, and well-considered recommendations on complex issues.
- Ability to work effectively with a diverse workforce.
- Ability to maintain confidentiality on individual student and personnel matters.
- Ability to maintain and meet deadlines and deliver high quality work product when managing multiple projects.



Minimum Qualifications

- A master's degree in accounting, finance, or business from a regionally accredited college or university.
- At least five years of progressive administrative experience in leading effective finance operations in a large, complex organization with a significant budget and payroll.

Preferred Qualifications

- Previous successful experience in leading finance/budget operations in public higher education.

Northern Virginia Community College

Since 1965, Northern Virginia Community College has offered a world-class education at an affordable price. NOVA is the largest supplier of talent in Northern Virginia and one of the largest community colleges in the United States, comprised of more than 80,000 students and 3,400 faculty and staff members. We welcome students of all ages from all backgrounds with the ultimate goal of ensuring every student succeeds, every program achieves, and every community prospers.



NOVA is committed to creating a diverse, inclusive, and equitable Virginia by fostering excellence in higher education. As an Achieving the Dream “Leader College,” NOVA is committed to the principles of access, opportunity, student success, and excellence by meeting the educational and training needs of the region and its people with excellent and affordable courses and programs, offered by an inspired and committed diverse faculty and support staff. With six unique locations throughout our region, each conveniently located within 40 miles of Washington D.C, we have Northern Virginia covered.

NOVA offers an opportunity to make a difference with outstanding career opportunities and competitive total rewards benefits, including a comprehensive health and dental insurance program, generous paid leave, deferred compensation plans, paid parental leave, state employee discounts, and a solid and secure retirement system. NOVA embraces opportunities to create a college community that is a welcoming and inclusive place to learn and work. We do this by fostering a sense of belonging and ensuring equity while maintaining an open, civil, and safe environment for our students, faculty, staff, and guests. In so doing, NOVA fulfills its mission to offer world-class teaching and learning to the Commonwealth of Virginia.

Community

Part of the Washington, D.C. metropolitan area, Northern Virginia reflects great energy and rich cultural diversity with people from all over the world calling it home. Northern Virginia is one of the most economically vibrant and highly educated regions in the nation.

NOVA serves a variety of populations but specializes in educating our secondary and post-secondary community and preparing them for 21st century careers, which include high school students participating in technical preparation and dual enrollment programs; college students pursuing educational credentials, skills training, and professional development; business, industry, non-profit organizations and public agencies seeking workforce development and employee-training services. NOVA is an integral part of our community and provides access to programs throughout the state including young children and their parents in child-care training programs; youth participating in summer and after-school programs; senior citizens and others interested in life-long learning; people with disabilities needing accessible educational opportunities or seeking vocational rehabilitation; military personnel and their dependents needing education and training;

NOVA FAST FACTS

2021-2022 Enrollment:

- > Student: 69,427
- > Faculty & Staff: 3,004

Programs:

- > The college offers 63 two-year degree programs
- > 9 certificate programs
- > 44 career studies certificate programs.

Students:

- > 63% underrepresented students
- > 28% of students are enrolled full-time and 72% are part-time
- > 23 is the average student age

Retention: Fall 2020-2021

- > The Fall-to-Fall retention rate was 53% for all students
- > 71% for first-time, full-time, program placed students.

Financial Aid:

- > In 2020-2021, 27% of NOVA students received some form of financial aid.

College Budget:

- > \$280M

College Facilities:

- > 53 buildings
- > 4 parking structures
- > 7 leased buildings

immigrants from non-English speaking countries seeking language, cultural skills, and other educational opportunities; and everyone who can use and enjoy the broad-based cultural and civic activities hosted by the College.

The larger community surrounding NOVA's six campuses offers every possible amenity, including excellent schools, easy access to airports and mass transit, rich cultural heritage and an unparalleled historic foundation.

Student Life

NOVA remains consistent in our commitment to the values of access, opportunity, student success and excellence, with the mission of delivering world-class in-person and online postsecondary teaching, learning and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.

NOVA's student body growth is greatest among the region's minority populations and among families without a tradition of college attendance. NOVA is Virginia's leading minority-serving undergraduate institution, serving more African American students than the state's two public historically black universities combined. In addition, 35% of all Latino students and nearly one-third of all Asian undergraduates in Virginia's public higher education are enrolled at NOVA.



The College recognizes almost 100 active student clubs and organizations at the six campuses. The College recently became one of the first institutions in the region to add a competitive Esports program. Each campus hosts an active student government, and one student serves on the College Board.

NOVA offers many opportunities for highly motivated students. Each campus houses a chapter of the international honor society Phi Theta Kappa, and students may join The National Society of Collegiate Scholars. The Honors Program provides a comprehensive core curriculum and allows students to interact as a community of learners. NOVA students can study abroad through the Office of International Education.

NOVA is a leader among the nation's colleges and universities in serving military-related students. Because of its location, the College serves many of these students — currently there are more than 2,547 active-duty service members, reservists, National Guard personnel, veterans, and their family members enrolled at NOVA. Active-duty service members, veterans and eligible family members now comprise more than 3% of our student population. The Office of Military and Veteran Services (OMVS) supports the success of this unique population of students. In addition to providing on-campus advising and support services, OMVS maintains a presence and provides

classes at most of the military installations in the service area. OMVS also coordinates and manages the College's contract and non-credit instruction services provided to military commands in the service region and beyond.

Accreditation

Northern Virginia Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Curricula of the College are approved by the College Board and by the State Board for Community Colleges. The two-year associate degree programs are also approved by the State Council of Higher Education for Virginia. NOVA also holds specialized accreditation for over 15 selected programs across the College.

Educational Foundation

The Northern Virginia Community College Educational Foundation, Inc. was established to provide additional financial support for the College's students and programs.



Created in October 1979 as a nonprofit, tax-exempt 501(c)(3) charitable foundation, it strives to obtain resources from private individuals, businesses, and other foundations to enhance the College's mission. The NOVA Educational Foundation is governed by a board of directors whose members come from both the public and private sectors in Northern Virginia.

Workforce Development

Northern Virginia Community College is a strategic, regional asset for higher education and workforce development. NOVA Workforce and its real-time job market analytics and economic modeling team help illustrate Northern Virginia's economic landscape, including market conditions and growth areas, skill shortages, and talent demands. NOVA is the first academic partner of the Northern Virginia Technology Council (NVTC) which allows our labor market team access to NVTC's 1,000+ local membership to test our assumptions and build world-class programs keeping a pulse on new and emerging technologies.

NOVA Workforce launched a series of additional initiatives, including the new Tech Talent Pipeline project, which informs students, teachers, and parents of in-demand careers and job projections. NOVA works with over 8,200 companies to match real-time talent for open positions. NOVA has developed a robust partnership with Amazon Web Services (AWS). This corporate partnership has led



to the delivery of the first-ever cloud computing degree specialization offered by higher education. NOVA also launched some of the fast-growing virtual and in-person apprenticeship programs with AWS, a model which is now scaling with other regional business partners with a goal of over 2,000 apprentices over the next few years.

Nomination and Application Process

Salary

Salary is competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, LLC is assisting Northern Virginia Community College (NOVA) in this search. Applications and nominations are now being accepted. Confidential inquiries and nominations should be directed to Greenwood/Asher and Associates, LLC. For a full application package, please provide a cover letter, CV, and list of five references. Submission of application materials as PDF attachments is strongly encouraged. To apply, please follow this link: <https://jobs.vccs.edu/postings/50474>.

The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct inquiries and nominations to:

Betty Asher, Founder, Vice President and Managing Partner

Ann Bailey, Senior Executive Search Consultant

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For more information about Northern Virginia Community College (NOVA), please visit: <https://www.nvcc.edu/>.

Northern Virginia Community College is an Equal Opportunity, Affirmative Action Employer and actively seeks applications from women, minority candidates, veterans, and people with disabilities.