



Invites Applications and Nominations for the Position of:
**Vice President for Finance and
Administration**

The Opportunity

Piedmont Virginia Community College (PVCC) invites nominations and applications for the position of Vice President of Finance and Administration. Reporting to the president, the Vice President of Finance and Administration (VPFA) is a member of the president's cabinet and serves as the college's leader on all matters related to finance, budgeting, facilities, and public safety.

The Role of the Vice President of Finance and Administration

The Vice President of Finance and Administration (VPFA) is responsible for executive leadership related to the planning, execution, and assessment of Piedmont Virginia Community College's (PVCC) business and financial operations and resource allocations, serving as the college's chief financial officer. The VPFA reports to the president and ensures PVCC'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, spanning multiple years. 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.

Key Responsibilities and Duties

- › Responsible for developing a fiscally sound and effective budget that supports PVCC's commitment to student access, retention, engagement, and success.
- › Creates and maintains fiscal strategies and policies, resource allocation frameworks, and efficiency measures that safeguard the long-term financial health of PVCC while allowing the college to take advantage of near- and long-term opportunities.
- › Works closely with academic and senior administrative leaders to align financial operations with institutional mission, values, and strategies.
- › Builds widespread fiscal knowledge and budget transparency across the college, ensuring that leaders can align spending to mission.
- › Responsible for managing Public Safety, Emergency Management and Buildings & Grounds.
- › 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.
- › Leads PVCC's facilities planning and maintenance functions.
- › Oversees controlled maintenance and large capital projects including new construction and infrastructure renovation.
- › Serves as the treasurer and as an ex-officio member of the PVCC Educational Foundation; and will work with the Vice President of Institutional Advancement and the Educational Foundation Board of Directors to provide financial management and oversight of the assets of the Educational Foundation.

- › Advances PVCC’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.
- › Works effectively with all members of president’s Cabinet to advance PVCC’s mission and achieve institutional operational and strategic goals.
- › Hires, develops, and supervises personnel within scope of responsibility.
- › 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.

Minimum Qualifications

- › A master’s degree in accounting, finance, business, or related field from an 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.
- › Certified Public Accountant (CPA)
- › 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

PVCC Key Statistics

2021-2022 Students

- › Students: 6,698
- › Underrepresented students: 31%
- › Full time/Part time students: 12 % FT/88% PT
- › Fall to fall retention rate – total: 51%
- › Fall to fall retention rate – first-time, full-time program placed students: 57%

Faculty and Staff:

- › Faculty: 321
- › Staff: 365
- › Total Employees: 686

Programs:

- › Two-year programs: 29
- › Certificate programs: 33
- › Career studies certificate programs 30

Financial Aide:

- › Students receiving aid, including scholarships (local/private and foundation): 50%
- › PVCC4 U total financial support: \$887,543

2023 College Budget:

- › \$29.7M

College Facilities:

- › Main campus buildings: 4 (+1 under construction)
- › Off-site locations: 4

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.

Piedmont Virginia Community College

Piedmont Virginia Community College (PVCC), established in 1972, is celebrating 50 years of excellence and impact. PVCC is a comprehensive community college committed to access, opportunity, and excellence for learners who plan a certificate or degree to enter the workforce upon graduation, to transfer with junior status to a four-year university, or to reskill to remain current in their present role. We are one of twenty-three community colleges that comprise the Virginia Community College System.



PVCC annually serves just under 7,000 students in Central Virginia – principally residents of the City of Charlottesville and the counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, and Nelson. Our scenic main campus is in Charlottesville. The Eugene Giuseppe Center in Stanardsville increases access to PVCC programs for those living in Charlottesville and the high growth areas of northern Albemarle and Green Counties. Thomas Jefferson Adult Career Education offers instruction for area adults in multiple locations throughout our service area.

Student Life

PVCC offers a variety of student services to help students succeed, including academic advising, child-care services, disability services, career services, and academic support through our tutoring centers. The office of Student and Campus Engagement manages a robust list social, cultural, recreational, and co-curricular activities including over 40 clubs and organizations, Student Government Association (SGA), fitness and sports facilities. We also showcase fine arts and performances in the PVCC V. Earl Dickinson Building.



PVCC Foundation

The Piedmont Virginia Community College Educational Foundation was established in 1982 to cultivate and provide financial and in-kind support for Piedmont Virginia Community College. The Foundation is governed by a [Board of Directors](#) comprised of representatives from the business, financial, and professional areas in the communities served by the college and of administrative and faculty personnel from the college.



The Foundation is a 501(c) (3) nonprofit organization. Contributions to the Foundation are deductible to the extent permitted by law. The Foundation's assets are managed by the Board of Directors through the Finance and Investment Committee, and are audited annually by an independent certified public accounting firm.

The Foundation is organized and operated to foster and provide the growth, progress and general welfare of Piedmont Virginia Community College in ways including:

- Provide funds, personnel or other assistance for strengthening, developing and enlarging the college and its current and future programs
- Assist in the support of current college activities and undertakings or in the establishment and support of new activities and undertakings
- Purchase or make contributions toward the acquisition of books, supplies, and equipment or the construction of buildings and facilities, which will contribute to the educational and administrative resources of the college
- Provide scholarships for students of the college
- Generally, contribute to any and all proper projects, functions, services, and activities carried on or sponsored by the college



Workforce Services

Workforce Services provides short-term training programs for industry credentials, employee professional development, adult core skills and language acquisition, lifelong learning and youth career exploration. Programming includes open enrollment courses for individuals as well as contract and custom courses for regional businesses and organizations. TJACE and KidsCollege programs are housed within the Workforce Services academic division.

Charlottesville and Albemarle County, Virginia

A great place to live

Charlottesville and Albemarle County offer the incredible beauty of the Blue Ridge Mountain, a friendly and welcoming community, and abundant cultural opportunities. We claim more James Beard-nominated chefs, award-winning wines, and noteworthy local band and historic presidential homes than many a larger city.

Charlottesville is home to the University of Virginia and the Downtown Mall is one of the nation's first and most successful pedestrian malls.



Charlottesville has been named:

- > “#1 City in America” (Frommer’s)
- > “Best Place to Live Among Small Cities” (Money magazine)
- > “Top Ten Cities That Have It All” (A&E TV)
- > “40 Best College Towns...” (Outside)
- > “Healthiest Place to Live” (Kiplinger)
- > “Hottest for Fitness” (Newsweek)
- > “Best Place to Raise a Family” (Readers’ Digest)
- > Top 10 “Greenest Cities” (Streetdirectory.com)
- > Top 5 “Best Digital Cities” (Center for Digital Government)
- > Top 50 “Best Places to Launch a Small Business” (Money Magazine)



A great place to work

Virginia was named America’s Top State for Business in 2021 by CNBC, with qualities like a well-educated workforce and high concentration of STEM workers.

Our area offers:

- > A diverse and stable economy built around the university, medical services, manufacturing, the defense industry, and a growing life sciences sector.
- > A highly educated workforce, including access to talent and resources at UVA.
- > A state-of-the-art telecommunications infrastructure with an extensive fiber optic network and digital switching capability.
- > Strategic location near Washington, D.C., Richmond, and major U.S. markets.
- > Well-developed transportation network that includes air, rail, and interstate highway options.



For more information follow the link: <https://livingcentralva.org/>

Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, LLC is assisting Piedmont Virginia Community College in this search. Applications and nominations are now being accepted. For a full application package, please submit a cover letter, CV, list of five references. Confidential inquiries, nominations and application materials should be directed to Greenwood/Asher & Associates. Submission of application materials as PDF attachments is strongly encouraged. 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, nominations, and application materials to:

Jeremy Duff, Vice President and Search Manager

Email: jeremyduff@greenwoodsearch.com

Itza Walters, Senior Executive Search Consultant

E-mail: itzawalters@greenwoodsearch.com

For more information about PVCC, please visit www.pvcc.edu.

Piedmont Virginia Community College is an Equal Opportunity, Affirmative Action Employer. We value and support the diversity of our students, faculty, and staff. We seek to promote an understanding and appreciation of differences by creating an inclusive environment embracing individuals with diverse backgrounds, experiences, and aspirations.