



VICE PRESIDENT FOR FINANCE AND OPERATIONS

The Vice President for Finance and Operations is responsible for the overall administrative management of the non-academic operations of Catholic Theological Union (CTU). The Vice President for Finance and Operations serves under the direction of the President and works in close collaboration with the Vice President and Academic Dean and the Vice President for Institutional Advancement to ensure the effective administration of the institution, a graduate school of theology and ministry, in accord with its mission and strategic goals.

The Vice President is appointed by the Board of Trustees of CTU upon the recommendation of the President. The Vice President for Finance and Operations serves as the official Treasurer and Secretary of the Corporation and is an ex officio but non-voting member of the Board of Trustees' Finance and Operations Committee and the Audit Committee. Together with the President, the Vice President and Academic Dean, and the Vice President of Institutional Advancement, the Vice President for Finance and Operations is an ex-officio member of the Executive Committee of the school. The Vice President for Finance and Operations is also ex-officio voting member of the Faculty Assembly of Catholic Theological Union.

The Controller of CTU, the Director of Facilities, the Human Resources Manager, as well as the Director of Technology report to the Vice President for Finance and Operations who is responsible for the proper conduct of their offices in accord with the mission of the school.

Responsibilities:

As administrator of the non-academic affairs of the school, the Vice President for Finance and Operations performs all other duties designated by the President and approved by the Board of Trustees. To exemplify but without limitation, among these duties are the following:

- to implement, along with the President and other senior administrators, the strategic goals of the institution and then mobilize individuals and teams to deliver measurable, cost-effective results toward the achievement of those goals
- to oversee the preparation of the annual budget, do long range financial planning in accord with the overall strategic plan of CTU, and to insure the preparation of timely financial reports for management and reporting purposes
- to ensure that the President and the Board of Trustees are provided with proper accounting of all income and expenses of the Corporation using generally accepted accounting principles and to serve as liaison and administrative resource for the Finance and Operations and Audit committees of the Board of Trustees.
- to supervise all investments of the monies of the Corporation in accord with the guidelines and policies established by the Board of Trustees

- to see to it that an annual audit and review of financial operations, records, and reports is performed by the auditor designated by the Board of Trustees
- to ensure proper control of all payrolls and payroll data and to administer the fringe benefit packages available to employees
- to be responsible for all business operations, including management and control of physical assets, financial transactions and records, custody of legal contracts and documents, supervision of the Controller, Director of Facilities, Director of Technology, Human Resources Manager, Events Manager, the Food Service Manager, and all other related non-academic personnel
- to ensure proper control of all purchases and purchasing contracts and to maintain inventories
- to provide vision and oversight of the overall technology and information systems of the school (computers, telephones, etc.), and to ensure the security and proper maintenance of the school's financial and student information databases
- to coordinate construction of new facilities and the ongoing maintenance and renovation of existing facilities in accord with the school's mission and ethos
- to ensure proper oversight of all personnel related activities of the Corporation including: establishing an Employee Policy and Procedures Manual, providing appropriate orientation for new non-academic employees concerning the mission of CTU and their own responsibilities within that mission, to implement and oversee procedures for reviewing and evaluating non-academic employees

Candidate Profile:

The successful candidate will be an operationally focused, finance and operations leader with a proven track record of driving change and results and who is known as a high energy, team oriented, dynamic business partner. The successful candidate should also be a strong communicator, collaborator, and negotiator. The ideal candidate will have successfully demonstrated the responsibilities outlined above, be at home and supportive of the environment of a Catholic institution and have passion for education. The candidate should possess the following knowledge and technical experience:

Experience: A minimum of 15 years in senior finance and operational roles with increasing responsibility and hold an M.B.A. or its equivalent.

Strategy and Finance Skills: The successful candidate needs to have a solid understanding of all the finance functions. They will need depth of knowledge and experience on developing strategic plans as well as the analytical side of finance, including the following:

- Strong financial planning and analysis skills, as well as a demonstrated partnering ability to influence and help business partners to make better operating decisions

- Experience with the treasury and investment management

The successful candidate will also have the following performance and personal competencies:

Executing for Results: The successful candidate must be able to drive results in the organization and build consensus behind decisions. The incumbent must have a history of managing execution and making plan. The incumbent must be able to define the metrics that drive performance, educate the organization on what is/isn't working and align the organization to achieve the stated plan.

Learning and Intellect: We are seeking a leader with intellectual horsepower and a curious mindset. He/She must be able to “deep dive” into the details of the business while staying focused on the big picture. He/She must be a strong problem solver, identifying key metrics that will help the entire organization to improve performance. The incumbent must be deeply passionate about the organization’s mission, while understanding external factors influencing a graduate school of theology and ministry.

Communication and Interpersonal Skills: The successful candidate must be able to build and sustain an excellent relationship at multiple levels, including the President, the Board of Trustees, peers and various external constituencies. He/She must be highly articulate and able to communicate the organization’s successes and opportunities with passion and intensity. He/She must be seen as a leader by the organization, and a business partner to his/her peers.

Team Builder: He/She will attract, coach, retain and develop others. The successful candidate will have the ability to develop a team with great functional excellence. He/She should establish rapport and effective relationships at all levels and let people be responsible for their work, sharing wins and successes.

Compensation and Benefits: Catholic Theological Union offers a competitive salary and benefits package including medical, dental and vision insurance, paid vacation and holidays, and defined contribution retirement plan.

Catholic Theological Union: Catholic Theological Union (CTU) is a Roman Catholic graduate school of theology in the Hyde Park neighborhood of Chicago. Its mission is to prepare effective leaders for the Church, ready to witness to Christ’s good news of justice, love, and peace. CTU’s 4,000 vowed religious women and men and lay graduates are serving in 60 countries worldwide.

Please email cover letter and resume to sfleming@ctu.edu.

CTU will not discriminate against any applicants for employment or employ any person on the basis of sex, gender, race, color, national origin, age, disability, or other legally protected status. The policy on non-discrimination will prevail in all terms and conditions of employment including, but not limited to, recruitment, selection, placement, training, promotion, transfer, layoff, and termination. At the same time, CTU cherishes its right and duty to seek and retain personnel who will make a positive contribution to its character, goals, and mission.