



## LEADERSHIP PROFILE

# Vice President for Administration & Finance





## THE OPPORTUNITY

Bowie State University (BSU), a growing Historically Black College/University (HBCU) and part of the University System of Maryland (USM), is seeking an innovative, entrepreneurial, collaborative, and strategic Vice President for Administration and Finance (VPAF) to join its leadership team. With new presidential leadership, BSU is well positioned to enhance its growth trajectory with a leader in the VPAF role who is closely aligned with the community's mission and direction. The VPAF will assess University resources, evaluate opportunities, and transform A&F leadership, operations, and practices to increase efficiencies, build partnerships and enhance the mission,

vision, and values of the University. Clearly well versed in administration and finance with strong financial acumen and a strategic bent, the VPAF will lead and inspire a talented team that includes: Budget and Finance, Facilities, Procurement, Auxiliary Services, Human Resources, Public Safety, and Risk Management. They will ideally possess at least ten years operation and finance leadership experience inside higher education and an MBA or similar advanced degree. Commitment to diversity, equity, and inclusion is key and the ability and a desire to be a thought partner and advisor to a highly entrepreneurial and passionate president will be expected.

## ABOUT BOWIE STATE UNIVERSITY

Bowie State University (BSU) is building a bold future on a proud heritage. Founded in 1865, Bowie State University (BSU) is Maryland's oldest Historically Black College or University (HBCU) and is one of 12 constituent institutions of the University System of Maryland (USM). Ranked by U.S. News & World Report as one of the nation's top 20 HBCUs, BSU provides high-quality and affordable educational opportunities for students with ambitions to achieve and succeed.

BSU offers 29 undergraduate majors and 39 master's, doctoral, and advanced certification programs with special focus on science, technology, business, education, and related disciplines. A supportive environment empowers students to think critically, make new discoveries, value differences, and emerge as leaders in a rapidly changing global society.

BSU's advanced teaching and research facilities include the Center for Natural Sciences, Mathematics, and Nursing which features research and instructional laboratories, a nursing simulation wing, and a fully enclosed greenhouse. Bowie State is also home to an all-Steinway Fine and Performing Arts Center, equipped with the latest technologies for digital media arts and music production. The Entrepreneurship Living Learning Community offers 500 residential beds, along with retail space and innovation spaces greater opportunity to integrate entrepreneurial thinking in a living-learning environment. A new \$159 million communication arts and humanities building under construction is slated to open in Fall 2024 with a 1,500-seat auditorium, state-







of-the-art television and radio production studios and flexible classroom spaces.

With an enrollment of more than 6,000, BSU is a diverse university whose students, faculty, and staff represent many ethnic and cultural backgrounds. Approximately 1,900 students reside in campus housing and two-thirds of BSU's students are commuters. Enrollment has shown steady increase over the past five years with a growing number of new applications from beyond the local region. Thirty-two states and 29 foreign countries are represented in the fall 2022 student population. As an HBCU, the majority of BSU's students are African American (82%), but the campus is becoming increasingly diverse as more students see the value of the Bowie State University experience. BSU is recognized as a Military Friendly School © and a leader in LGBTQ+ support.

Bowie State is centrally located in one of the nation's most exciting metropolitan areas within easy reach of Annapolis, Washington, DC, and Baltimore, affording unique opportunities to engage with state and federal government agencies and elected officials, and yet boasts a serene 337-acre suburban campus. The university's commitment to sustainability is reflected in the extensive network of solar panels across the campus, LEED Gold or Platinum certification on all recent construction, and designation as a Tree Campus USA.



## **MISSION STATEMENT**

As Maryland's first historically black public university, Bowie State University empowers a diverse population of students to reach their potential by providing innovative academic programs and transformational experiences as they prepare for careers, lifelong learning, and civic responsibility. Bowie State University supports Maryland's workforce and economy by engaging in strategic partnerships, research, and public service to benefit our local, state, national, and global communities.

## **CORE VALUES**

### **Excellence**

Bowie State University expects students, faculty, staff, and administrators to demonstrate outstanding levels of performance by fostering a stimulating learning and work environment.

### **Inclusivity**

Bowie State University is intentional about creating a community that encourages involvement, respect, and connection among students, faculty, staff, and administrators regardless of differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability.

### **Integrity**

Bowie State University students, faculty, staff and administrators demonstrate high ethical standards in their interactions with one another and the larger community.

### **Accountability**

Bowie State University expects each member of the University community to be responsible and accountable for the outcomes of their efforts and actions.

### **Innovation**

Bowie State University aspires to infuse innovative practices into academic and administrative functions by encouraging students, faculty, staff, and administrators to utilize best practices and pursue new opportunities.

## BOWIE STATE BY THE NUMBERS

**6,275**

TOTAL ENROLLMENT  
(FALL 2022)

**5,378**

UNDERGRADUATE  
STUDENTS

**1,170**

FIRST-TIME FRESHMEN  
(FULL TIME  
AND PART TIME)

**897**

GRADUATE  
STUDENTS

**18:1**

STUDENT-  
FACULTY RATIO

**221**

FULL-TIME  
FACULTY

**424**

FULL-TIME  
STAFF

**\$195  
MILLION**

OPERATING BUDGET

**\$40  
MILLION**

ENDOWMENT



### About the President

BSU is led by Dr. Aminta H. Breaux, its 10th president and first female president in the university's 158-year history. Dr. Breaux brings more than 30 years of diverse higher education leadership experience to her position. Throughout her career, she has demonstrated a passion for ensuring student development and success. She is dedicated to building on the legacy and rich history of Maryland's oldest historically black university with a focus on three priorities: academic excellence, student success and long-term viability of the university.

## OPPORTUNITIES AND EXPECTATIONS FOR LEADERSHIP

The VPAF will lead an administrative unit that is empowered to advance the priorities of the University. While there is important work to be done internally to create this entrepreneurial culture, Administration and Finance will also be externally focused on opportunities that will generate additional revenue in the near and longer term. Internal work will entail creating departments/structures that support projects and new ways of operating.

- **Advisor to the President**

The VPAF will serve as an advisor to the President. They will bring suggestions, raise issues, be entrepreneurial, and get out in front of challenges while keeping the President apprised and advised.

- **Build, Inspire, and Lead a Talented, Passionate Team**

Reporting to the VPAF is a passionate and talented team with an excellent execution-oriented focus. The VPAF will inspire the team as a whole and individual team members to be proactive, bold, and entrepreneurial combined with the appropriate balance of considered risk. Out of this reimagined culture will emerge new, creative ideas for how A&F can serve the mission of BSU and bring increased revenue and efficiencies.

- **Facilities, Capital Projects, and Technological Improvements**

In conjunction with the Director of Facilities, play an active role in the management and promotion of university facilities capitalizing on asset management opportunities that will drive revenue to the campus. Understand the value and leverage the proximity of BSU to many global business and government business partners for collaboration. In addition, quickly come up to speed with the various capital projects and technological improvements underway to ensure successful completion and their optimal use.

## STRATEGIC INITIATIVES AND ECONOMIC DEVELOPMENT

Partnering with the newly appointed lead of Economic Development, devise new initiatives on and off campus that will cement the University's role as an indispensable community partner, bringing visibility to the institution and its important work that extends beyond its geographical boundaries.





## THE POSITION

BSU's VPAF reports to the President of the University, serves as part of the President's cabinet, and is the senior financial officer with administrative accountability, leadership, and management responsibility for all aspects of the University's business, financial, and accounting services. The VPAF provides visionary leadership in the development of the University's budget and provides oversight over human resources, facilities management, procurement, finance and accounting, risk management, auxiliary services, physical plant, and public safety and police. The VPAF is highly collaborative, exemplifies excellence in strategic, analytical thought and interpersonal behaviors, and is committed to the University's mission.

### Essential Responsibilities/Duties

- Serves as Chief Financial Officer, responsible for the preparation of the University's budget and for preparing or providing information for internal and external financial and mandated reports.
- Ensures fiscal integrity and operational efficiency of the institution.
- Demonstrates an effective, balanced, and collaborative leadership style that combines a capacity for strategic vision with technical experience in financial management, supporting the directors and managers of all the units of responsibility listed above.
- Facilitates the assessment, modification and/or implementation of systems to improve efficiencies across the institution.
- Coordinates the planning, development, and implementation of innovative approaches to fiscal management and disburses funds in accordance with federal, state, and USM mandates.
- Promotes a culture of high performance and continuous improvement through data-informed assessment and evaluation across all assigned areas of responsibility.
- Fosters and maintains strong partnerships with key stakeholders across the University and with external partners, including the surrounding community and the University of Maryland system.
- Represents the University on affinity groups as necessary.



## Qualifications

The VPAF is a challenging and rewarding position that requires a visionary leader who possesses exceptional judgment, strong management skills, and a deep understanding of and commitment to the mission and vision of BSU. The most qualified candidates will have a track record of senior executive financial management experience with demonstrated inspired leadership and knowledge of sound management principles. They will be experienced in the different pieces of the position's portfolio, be high energy, entrepreneurial, and enjoy working in a fast-paced environment with peers and team members who embrace a culture of "racing to excellence." They will understand that it is a defining moment in the history of BSU and will be motivated by the ambitious change underway.

### The following qualities and competencies are required:

- MBA, or master's degree (or higher) in finance, business, or related field of study from an accredited institution of higher education.
- Minimum seven years' experience managing administrative and financial operations in a complex organization.
- Strong business and political acumen to assist the President in various initiatives.
- High degree of personal and professional ethics and integrity with strong resilience in the face of criticism.
- Deep knowledge, understanding of, and commitment to Bowie State University's mission.
- A strong commitment to diversity, equity, and inclusion.
- Ability to manage in a changing educational environment.
- Strong executive presence and ability to represent the President with stakeholders as necessary.
- Excellent written, oral, interpersonal, and presentation skills.
- Other duties as assigned by President.

### Preferred Qualifications

Extensive experience (10+ years) in higher education financial operations and administration at the senior level.



### Procedure for Candidacy:

The Search Committee will begin a review of application materials in October and continue work until an appointment is made. To assure full consideration, application materials should be received by November 21, 2023, and must include:

- A letter of interest stating how the candidate's experiences and qualifications connect with the required/preferred characteristics and priorities expressed in the position profile;
- Curriculum vitae/resume;
- Statement of contribution to diversity, equity, and inclusion; and
- Five professional references with emails, telephone numbers, and a description of the candidate's professional relationship with each reference listed. References will not be contacted without prior authorization from the applicant.

Please click **here** to apply. Should you have any questions or encounter any difficulties with the application process, please contact **BSU-VPAF@agbsearch.com**.

Candidates are encouraged to review the search profile. Additional information about BSU can be found here: **www.bowiestate.edu**.

### Please direct nominations and inquiries to:

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### EEO Statement

Bowie State University does not discriminate against individuals on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital status or veteran status. The University provides equal access for employees and applicants for employment to all programs and services provided by the University both on and off campus, including reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the University's business. In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful. For the University's full EEO statement, please visit <https://www.bowiestate.edu/about/administration-and-governance/division-of-administration-and-finance/human-resources/eo-non-discrimination-statement.php>.