



NORTHWEST FLORIDA STATE COLLEGE



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Inviting Applications and Nominations for

VICE PRESIDENT OF BUSINESS OPERATIONS AND FINANCE



*Northwest Florida State College, located in the coastal heart of the Florida panhandle, announces an executive search for a detail-oriented, entrepreneurial financial administrator to serve as **Vice President of Business Operations and Finance**. Reporting directly to the College President, the Vice President provides leadership to and managerial oversight of the business and financial operations of the College. The preferred onboarding is January 2023.*



ABOUT THE COLLEGE

Northwest Florida State College (NWFSC) is a multi-campus institution serving more than 9,200 credit and non-credit students. The College offers 28 associate and 5 baccalaureate degree programs, 35 certificate and other programs, adult education, and dual enrollment for public, private, and home-schooled high school students. The College also provides courses and programs fully online.

The primary service district of the College is Okaloosa and Walton counties, stretching from the Gulf of Mexico to the Alabama state line. In addition to a 264-acre campus in Niceville, NWFSC operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L.F. Sikes Education Center in Crestview, the Aviation Center of Excellence in Crestview, a center at Hurlburt Field, and the South Walton Center.

Three military installations, Eglin AFB, Duke Field, and Hurlburt Field, are in the service area. More than 11 percent of NWFSC students are receiving post-9/11 GI Bill® benefits, which is 3.6 times greater than the Florida College System average.

The College is also home to The Collegiate High School, which consistently ranks among the top high

schools in Florida and has been recognized as a Blue Ribbon School twice.

Part of Florida's public system of 28 state colleges, NWFSC employs more than 700 administrators, faculty, and staff, all of whom are committed to the success of every student. The College has earned a reputation for educational excellence and community involvement.

In addition to a record of regional and national accolades, NWFSC offers state-of-the-art student computer labs, a top-rated sports complex, a full program of intercollegiate and intramural sports, a child development center, and a criminal justice training center. The 120,000-square-foot Mattie Kelly Fine and Performing Arts Center on the Niceville Campus provides students the finest in instructional facilities for dance, music, theater, the visual arts, and the humanities and hosts a full theatrical season each year for the community to enjoy.

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. The programs within the College are accredited by professional agencies, including the National Center for Construction Education and

Research (NCCER), American Welding Society (AWS), Criminal Justice Standards and Training Commission/FDLE, American Dental Association Commission on Dental Accreditation, Florida Department of Education, Florida Department of Health/Bureau of EMS, Bureau of Fire Standards and Training, Accreditation Commission for Education in Nursing (ACEN), Commission on Collegiate Nursing Education (CCNE), and Joint Review Committee on Education in Radiologic Technology (JRCERT).

The College offers intercollegiate baseball, softball, and men's and women's basketball programs that consistently compete for conference, regional, and national titles. To date, the Raiders have won five national NJCAA Division I championships, 15 regional championships, and 28 conference championships.

In its latest year of record of economic impact, the College supported 7,335 jobs that represent \$326.2 million in added income to the region.

Read the **Engage NWFSC: 2020-2023 Strategic Plan** at <https://www.nwfsc.edu/about/leadership/strategic-plan/>.

Marks of Excellence

- Named the first Military Order of the Purple Heart College in Florida.
- Nursing Program ranked in Florida's top 10 among all Florida colleges and universities according to percentage of pass rates by RegisteredNursing.org.
- The Public Safety Program is ranked #6 in the state of Florida.
- NWFSC's Collegiate High School is ranked first in the state in four-year graduation rates.

Mission

To improve lives by providing a high-quality, globally competitive education that is a catalyst for cultural, civic, and economic development throughout the region.

Vision

To be the first-choice institution for students to earn higher education credentials, for employees to desire to be a member of the NWFSC team, and for the community to advance workforce and economic development throughout the region.

Values

- **Integrity:** *Fostering an environment of transparency, fairness, honesty, and accountability where students and employees embrace the highest ethical standards.*
- **Diversity and Inclusion:** *Creating a safe and inclusive community with policies, practices, programs, and services that create opportunities for everyone to succeed.*
- **Excellence:** *Ensuring an exceptional learning environment through high-quality instruction, state-of-the-art facilities, cutting-edge technologies, dedicated support services, and access to various learning and research-based teaching methods that meet the needs of all students.*
- **Stewardship:** *Embracing practices that demonstrate fiscal, social, and environmental responsibility.*
- **Innovation:** *Fostering a culture that promotes creative and proactive solutions that are responsive to the needs of our students, employees, and community.*
- **Prosperity and Wellness:** *Prioritizing personal, professional, and academic enrichment by promoting physical, mental, and emotional wellness in an enjoyable environment*





THE OPPORTUNITY

The Vice President of Business Operations and Finance is a senior administrator of the institution and a member of the College's executive team. In addition to serving as an advisor on business and finance matters, the Vice President assists the College President with state and federal issues affecting the College's financial interests.

On a daily basis, the Vice President oversees the business operations of accounting, purchasing, financial reporting, and auxiliary services, which includes the bookstore and food services. Involving the management of the physical plant, facilities, and risk management, the Vice President serves as the lead administrator for the planning, construction, and maintenance of all the College's physical facilities. The Vice President also is the chief administrator for the college safety program, risk management, and the comprehensive insurance program, and serves as the Information Security Officer for the College.

The Vice President assumes duties and responsibilities that require accessibility for college business during non-college operating hours and/or when off-campus during regular duty hours. The Vice President is expected to play a positive leadership role in helping the College effectively manage change.

Primary Responsibilities

- Ensure the College receives exemplary operational and financial audits.
- Manage a large group of direct reports and ensure that all departments work efficiently with departments across the organization.
- Lead the annual budgeting process.
- Ensure the President is promptly apprised of activity related to the business operations, facilities, and finance of the College and promptly respond to inquiries from the President.
- Demonstrate entrepreneurial leadership in implementing and evolving tools and resources to improve college processes.
- Collaborate with the College President and all relevant departments to secure resources and promote the financial well-being of the institution, including managing state and federal grants and interacting with the NWFSC Foundation.
- Ensure compliance with all federal, state, and local statutes, guidelines, and regulations as applicable to the expenditure and transfer of all federal, state, and locally appropriated funds and the control and use of college property and facilities.
- Ensure college purchasing and procurement procedures are clearly established and enforced and that approval for services and related rates of payment occurs before services are provided. Also, before payment is made, ensure full compliance with state law and college policy.
- Ensure the general ledger account balances are promptly and properly reconciled to the bank and SBA account balances and that reconciling items were promptly identified, thoroughly investigated, explained, and resolved.
- Ensure the College's Memorandum of Understanding with the Foundation is updated and annually approved by both parties.

- Ensure a hyperlink to lists of required and recommended textbooks and instructional materials for all courses and course sections offered are prominently posted in the course registration system and on the college bookstore website. (This responsibility is shared with Academic Affairs.)
- Implement and monitor adequate controls over contractor and subcontractor selection, licensing, contracting, insurance, and payment processes.
- Maintain documentation of the negotiation process, monitoring process, and the reasonableness of guaranteed maximum price contract general conditions costs for every project.
- Be actively engaged in the life of the College.
- Participate in civic community organizations.
- Complete annual mandatory compliance training.
- Perform other duties as assigned.

Required Qualifications

- Master's degree from a regionally accredited institution
- At least five years of supervisory experience in finance, business, and/or administrative services in a public higher education setting
- Demonstrated expertise in communication, organizational, administrative, strategic planning, and task management skills
- Effective public speaking and presentation skills
- Commitment to collegial, consensus building processes in decision-making
- Financial expertise in budgeting, managing, and analysis

Preferred Qualifications

- MBA
- CPA
- Experience in public state college management



G. Devin Stephenson, Ed.D. President

Dr. Stephenson has served as President and CEO of Northwest Florida State College since 2017. He brought extensive experience in community college administration to the College, having served in President and CEO positions in Alabama, Missouri, and Kentucky.

His leadership skills are widely recognized. He serves as a member of the Southern

Association of Colleges and Schools Board of Trustees, is a Visiting Committee Chair with the Commission, and was recently appointed as Chair of the SACSCOC Compliance and Reports Committee. Additionally, he serves as a member of the Florida College System Council of Presidents' Steering Committee and a member of the Florida State College System Council of Presidents.

Dr. Stephenson is a noted speaker on leadership, organizational change, and professional and personal development. He is a member of the Board of Directors of the Fort Walton Beach Chamber of Commerce and the Executive Committees of the Economic Development Council of Okaloosa County and Florida's Great Northwest.

As President of Northwest Florida State College, Dr. Stephenson led the development of the College's 2020-2023 Strategic Plan that is characterized by an aggressive agenda to place the College at the forefront of regional transformation in the areas of economic, community, and workforce development. Within the Plan's framework are objectives and goals designed to advance the College's new culture of accountability and highlights the College's excellence in academic programming, fine/performing arts, and athletics.

During Dr. Stephenson's tenure at Northwest Florida State, the NWFSC Foundation's corpus has increased to more than \$62 million and grant acquisitions have surpassed \$36 million during the past three academic years. He is a fierce advocate for the College in the Florida Legislature and has experienced much success in bringing home state appropriations for new construction, renovation, and general operations. He championed the passage of Florida HB75 allowing all 28 Florida College System institutions to waive fees for active-duty military and provide access to higher education.

He earned an Associate in Science degree from Walker Junior College, followed by a Bachelor of Arts degree in business administration from Birmingham-Southern College and both master's and doctoral degrees in the Administration of Higher Education from the University of Alabama.



Northwest Florida

Home to the College's picturesque 264-acre main campus, Niceville offers towering pine trees, majestic oaks, unspoiled streams, cold water creeks, and the scenic bayous of Northwest Florida. The city is known for living up to its name to residents and visitors alike.

Niceville has welcoming neighborhoods, top-ranked schools, a responsive city government, and mild weather. Outdoor and indoor recreation are plentiful, and the popular white sand Gulf beach is only 18 miles away.

Named the "Best Place to Raise Kids in Florida in 2012" by Bloomberg Businessweek, Niceville has numerous youth programs and activities, sports leagues, parks, outdoor recreation, church youth ministries, outstanding schools, a thriving arts and entertainment center, and residents who support and care about young people.

Okaloosa and Walton counties are the primary service areas of the College. Okaloosa County has a population of nearly 200,000 with Walton County having more than 63,000 residents.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of interest
 - b) Curriculum vitae or résumé
 - c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)
- 2) **Submit application packet (preferably as PDFs) to NWFSC-VP-BOF@myersmcrac.com by August 29, 2022, for best consideration.** Additional information will be requested upon receipt of application. Applications will be accepted until the position is filled.

Nominations

Submit nominations to:
NWFSC-VP-BOF-nominate@myersmcrac.com
 with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Northwest Florida State College with this search. Request a conversation regarding this search at kennydaugherty@myersmcrac.com.



Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, gender identity, sexual orientation, marital status, disability, or age in programs or activities, in its employment practices, or in the admission and treatment of students in its programs or activities.