

NATIONAL SEARCH PROSPECTUS

**Vice President, Business Affairs, & Chief
Financial Officer**



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The University of Nevada, Las Vegas (UNLV) invites nominations, inquiries, and applications for a visionary and strategic leader with a proven commitment to financial and academic excellence and shared decision making to serve as its next Vice President, Business Affairs, & Chief Financial Officer (CFO).

THE POSITION

The Vice President, Business Affairs and CFO reports to the President and provides vision, leadership, and strategic direction for the following areas of responsibility:

- Administrative Services
- Facilities Management
- Financial Services
- Financial Planning, Budget & Analysis
- Planning, Construction and Real Estate
- Support services: Compliance, Communication, Change Management, Project Management

The VP also represents UNLV on the Nevada System of Higher Education (NSHE) Business Officers Council (BOC), which is established in the Board of Regents Handbook. The Council provides strategic guidance for finance, human capital (HCM), payroll, system-wide financial and administrative shared services, and their supporting applications across the eight institutions and System Administration comprising the System. The BOC establishes goals, policies, procedures and setting priorities for NSHE finance and administrative functions.

To execute this role successfully, the VP leads an organization of approximately 500 employees that deliver essential infrastructure services for the institution. In addition to ensuring the effective operations, the VP is expected to fulfill the following overall responsibilities, and to ensure that leadership within Business Affairs fulfill these expectations as well.

UNLV Values

Access & Equity -Foster a sense of belonging by valuing transparency and fairness, while honoring and embracing diverse voices, skills, experiences, and abilities.

Excellent & Integrity -Hold ourselves to the highest standards in all we do to cultivate an innovative, world class educational experience and workforce.

Compassion & Inclusion -Extend respect and understanding to our students and colleagues, allowing everyone to fully engage in all aspects of the university.

Collaboration & Stewardship- Responsibly share and use UNLV's human, financial, physical, and educational resources including our people's knowledge and ideas.

Leadership Responsibilities

The Business Affairs division is committed to building a positive, productive, and healthy organization that enables our team to serve the institution effectively. The individual in this role is expected to demonstrate exceptional leadership and communication skills.

Provide strategic and innovative leadership in supporting the President and leadership in achieving the institutional Top Tier 2.0 vision and goals.



- Serve as a collaborative partner for the President, cabinet, and campus leaders to support the strategic priorities set forth by institutional leadership by identifying financial strategies to best utilize resources through periods of growth and challenges and overseeing division operations while managing risks and compliance requirements.
- Build positive, productive, inclusive, and collaborative relationships with the President, cabinet members and other campus leaders, as well as with colleagues at the system office and at the other NSHE institutions.
- Lead and oversee financial reporting and debt management processes and activities in a manner that supports the financial credibility, stability, and strength of the institution.
- Lead and manage near-term and long-term budgeting and planning strategies, working in partnership with the Provost. Present budgets to President for review and approval.

- Develop multi-year business plans and identify strategic opportunities consistent with campus strategic and infrastructure plans. Develop multi-year financial forecasts and scenario modeling to support the business plans and strategic investments. Conduct or oversee various studies, analyses, and other initiatives as necessary to inform future planning efforts.
- Lead the development of integrated financial and operational plans to develop and maintain the campus physical infrastructure and to provide essential business services to support institutional operations.
- Represent UNLV on the NSHE Business Officers Council and serve as the liaison on finance and business matters with the system office.
- Lead preparation of board materials for agenda items related to the areas managed in the business affairs division.
- Represent UNLV internally and externally as designated by the President.
- Carry out other institutional leadership duties and responsibilities as assigned by the President, including board roles on the UNLV Health and UNLV Research Foundation Boards, participation on the UNLV Foundation Board Committees (i.e., Audit, Investment, Real Estate).



Provide strategic leadership and vision in developing the organization structure and team members of the Business Affairs division to ensure that the areas of responsibility deliver results that meet or exceed expectations, in alignment with Top Tier 2.0 vision and goals.

- Develop and manage business and operational plans for the business affairs division. Oversee operational units, providing guidance, resources and support for managers, supervisors, and employees in the division.
- Effectively manage the financial resources generated and allocated to provide campus services. Optimize use of resources by effectively managing and maximizing personnel and operational spend and collaborating and partnering on sourcing and procurement activities. Ensure that activities are properly documented and in compliance with federal, state, NSHE and campus requirements, and support compliance monitoring and oversight.
- Build a positive, productive, inclusive, and healthy organizational culture that is grounded in transparency, service, stewardship, operational excellence, and that values diversity and inclusion. In partnership with HR, create opportunities for growth and professional development, and address equity, morale, and culture issues. Meet regularly with leadership team and HR business partner to ensure that teams and team members are effectively supported.

- Support the development of best practices; leverage technology tools and data to facilitate management, decision making and generate reporting of operational and benchmarking metrics. Establish mechanisms to measure, monitor and continuously improve business processes.
- Build High-Performing, Teams, and Manage Performance
- Support ongoing Professional Development throughout the division.
- Ensure Safety and Quality Standards are met.

Policies, Procedures and Standards

- Monitor and update policies, procedures and standards related to areas of responsibility and manage compliance.



Communication Responsibilities

The individual in this role is expected to communicate regularly with team members, our campus community (i.e., leadership, faculty staff and students), and external stakeholders. Communications are expected to be clear, effective, accurate, transparent and in alignment with accessibility standards.

Communications include development of webpages and other mechanisms to provide information and resources to campus users and external stakeholders, including contributions to Business Affairs newsletters and operational meetings. Also included are policies, procedures, reports, analyses, memos, briefing papers, and other forms of communication.

The individual is frequently required to address complex and sensitive issues with leadership and may be required to present to the system office, the board of regents, external entities (governmental, public, private, non-profit, other), and a variety of other stakeholders.

- Develop positive and effective working relationships with key colleagues and stakeholders across the campus community to foster trust, collaboration, and shared commitment.
- Develop and implement effective and consistent communication plans and messaging for team members within the unit, and for faculty, staff and students, external stakeholders, as appropriate.
- Provide clear, concise, and robust communications at the appropriate level of detail for each constituency.
- Collaborate with colleagues throughout business affairs in identifying opportunities to serve campus more effectively, and addressing challenges in a timely manner.
- Consult with campus, system office, State, and local governing agencies as well as the community as appropriate for relevant issues to understand and assess current and anticipated needs.
- Serve on committees across campus as assigned that deal with a broad spectrum of university issues.
- Effectively lead virtual, in-person and hybrid meetings.



Management and Team Responsibilities



The individual in this role is expected to establish and foster a strong, cohesive, and high-functioning team focused on results and built on trust, robust dialogue, commitment, and accountability; and to clearly convey UNLV and divisional missions and expectations, define roles and responsibilities, and build commitment to unit and institutional purpose and goals.

The individual in this role is expected to determine the resources, support, and professional development required for the team to be effective; provide constructive feedback frequently and formal evaluations at least annually

and ensure that position descriptions are reviewed at least annually and updated when responsibilities change.

Commitment to Service & Effective Business Processes

Builds a culture of service and stewardship. Identifies needs of end users, internal stakeholders, and external stakeholders, and establishes, monitors, and continuously improves business processes to meet requirements.

Knowledge

Required

- Advanced knowledge of financial, budget and business operations in higher education or a similarly complex environment.
- Knowledge of software applications, technology tools and mechanized systems related to the services and functions managed within the division.
- Knowledge of principles and practices of recruiting, training, supervision, and performance evaluation, including equity and promotion procedures as well as progressive discipline procedures and documentation.

Preferred

- Knowledge of how the areas of responsibility are managed within higher education or similarly complex environment.
- Knowledge of relevant UNLV and NSHE organization, operations, policies, and objectives.



Skills

Required

- Advanced skills in budget, financial management, analysis, and contract management.
- Advanced and inclusive leadership skills managing employees, activities, and change.
- Skills in developing effective and professional relationships with team members, customers and a diverse group of colleagues, executives, managers, and subject matter experts.
- Interpersonal effectiveness skills including professionalism, ability to address and manage conflict and difficult situations with tact, patience, and diplomacy.
- Strong time management skills and ability to deliver work on assigned schedules.
- Strong written and verbal communication skills.

- Strong skills with software and tools used in the environment including Google Workspace and Microsoft products for word processing, spreadsheets, presentations, video conferencing, shared workspaces, mail, calendaring, etc.

Preferred

- Advanced leadership, analytical, written, and verbal communications skills in complex environment.
- Proficiency in software and tools used in the environment including Google Workspace and Microsoft products for word processing, spreadsheets, presentations, video conferencing, shared workspaces, mail, calendaring, etc.

Abilities

Required

- Proven ability to build a vision and foster an inclusive, high-trust environment that achieves results.
- Ability to lead teams and serve as a role model, coach, and mentor.
- Ability to leverage technology and data to increase automation, streamline processes, and add value by generating data that can support analysis, inform decisions, identify concerns, and lead to continuous improvement.
- Ability to manage effectively in a resource constrained environment.
- Ability to establish and maintain effective working relationships with members of the campus community, system office members, and state and local government agencies, and the general public.
- Ability to collaborate effectively with colleagues to resolve complex issues to achieve desired outcomes or address significant issues, and also ability to act decisively and independently when requirement by circumstances.
- Ability to effectively communicate information related to the areas of responsibilities to diverse constituencies, at the appropriate level considering the audience and environment.



Preferred

- Ability to relate effectively to people of varied academic, cultural, and socioeconomic backgrounds with respect, tact, diplomacy, and courtesy.
- Ability to advance institutional priorities and support diversity and a culture of non-discrimination.

Required Experience

- Bachelor's degree in business, finance, accounting, or relevant field.
- A minimum of 10+ years senior-level management experience financial management and related areas.

Preferred Experience

- Advanced degree in finance, accounting, or business from an accredited institution.
- Professional accreditation such as CPA.
- Senior level experience in a similar role in Higher Education.
- Experience working in a shared governance environment.

UNIVERSITY OF NEVADA, LAS VEGAS

The University of Nevada, Las Vegas (UNLV) is a public research institution committed to rigorous educational programs and promoting well-being and achievement through education, research, scholarship, and creative activity. Founded in 1957, UNLV has rapidly grown from a small branch campus to a thriving, ambitious institution. One of eight institutions in the Nevada System of Higher Education, and one of the System's two Research I institutions, UNLV has an endowment of \$245 million and is accredited by the Northwest Commission on Colleges and Universities. The University enrolls more than 25,000 undergraduate and 5,000 graduate and professional students, and it employs over 4,000 faculty and staff. The University offers 290 bachelor's, master's, and doctoral degree programs and 100 certificate programs. UNLV is home to more than 300 majors and academic offerings that span several fields across the following academic units:

[Academic Success Center](#)

[College of Education](#)

[College of Fine Arts](#)

[College of Liberal Arts](#)

[College of Sciences](#)

[Division of Educational Outreach](#)

[Graduate College](#)

[Greenspun College of Urban Affairs](#)

[Honors College](#)

[Howard R. Hughes College of Engineering](#)

[Lee Business School](#)

[School of Dental Medicine](#)

[School of Integrated Health Sciences](#)

[School of Medicine](#)

[School of Public Health](#)

[School of Nursing](#)

[University Libraries](#)

[William F. Harrah College of Hospitality](#)

[William S. Boyd School of Law](#)

UNLV is one of the nation's most diverse universities, with more than 65 percent of its degree-seeking undergraduates identifying as part of a racial or ethnic minority. U.S. News & World Report ranks UNLV as the nation's second-most diverse university for undergraduates. UNLV meets federal Minority Serving Institution requirements as an Asian American, Native American, and Pacific Islander-Serving Institution and a Hispanic-Serving Institution and is dedicated to providing education access and opportunity in southern Nevada. The University is also committed to academic success for its students – from the day they arrive for orientation, during their time on campus, and into their chosen careers. This includes a vibrant Honors College, an innovative curriculum with a defined course path for undergraduates, and access to academic and career advising – including a dedicated Academic Success Center as well as a thriving Graduate College. UNLV has more than 175 graduate programs and certificates, approximately 5,000 graduate and professional students, over 1,000 Graduate Assistants, and more than 1,200 graduate faculty members.

UNLV continues to press forward on its [Top Tier Initiative](#), a campus-wide strategic plan to join the ranks of the nation's top public universities in research, education, and community impact by 2025. UNLV is committed to its core strategic goals: to enable student achievement and provide a superb educational experience; to establish Nevada's first academic health center to advance the region's healthcare; to promote research, scholarship, and creative activity amongst faculty and students; and to facilitate more consistent and robust community partnerships.

As a top tier university, UNLV holds the nation's highest recognition for both research and community engagement from the Carnegie Foundation for the Advancement of Teaching - the gold standard for university metrics. UNLV attracts top students and faculty, educates a diversifying population and workforce, and drives economic activity through innovation, research, and community partnerships. UNLV stimulates economic development and diversification, fosters a climate of innovation, and enriches the cultural vitality of the surrounding communities. The University's impact and economic presence is felt throughout the state as more than 60% of UNLV's 120,000 alumni reside in Nevada.

Mission

As a minority-serving institution rich with diversity and committed to equity, UNLV:

- provides access to world-class educational experiences that are responsive to the needs of our students and stakeholders;
- engages in groundbreaking research, scholarship, professional, and creative activities that have impact and cross boundaries; and
- offers high-value, cutting-edge interdisciplinary physical and mental health care to support our community.

We create value for the individuals and communities we serve by fostering a climate of innovation, stimulating economic diversification and workforce development, promoting social justice and inclusion of all voices, and enriching cultural vitality.

Vision

- Access and Equity
- Excellence and Integrity
- Collaboration and Stewardship
- Compassion and Inclusion



UNIVERSITY LEADERSHIP

President Keith E. Whitfield, Ph.D.



Keith E. Whitfield is a seasoned university administrator and prolific scholar in the fields of psychology, health, and aging. He became UNLV's 11th president on August 24, 2020. Whitfield previously served as provost, senior vice president of academic affairs, and professor of psychology at Wayne State University in Michigan. Prior to Wayne State, Whitfield served as vice provost for academic affairs at Duke University and held appointments as a professor in the Department of Psychology and Neuroscience, a research professor in the Department of Geriatric Medicine at Duke University Medical Center, and a senior fellow at the Center for the Study of Aging and Human Development. He also was the co-director of the Center on Biobehavioral Health Disparities Research.

An active administrator and researcher, Whitfield has authored or co-authored over 200 publications and has earned nearly \$20 million in funding from agencies including the National Institutes of Health, National Institute on Aging (NIA), and the National Science Foundation. A psychologist and expert on the social, psychological, and cultural factors of cognition and healthy aging, Whitfield's current research focuses on the relationship between stress and longevity in African American families. He's a member of the NIA's National Advisory Council on Aging, and he has served on committees for the National Academies of Sciences and Medicine and the National Institutes of Health.

Whitfield is the first African American president in UNLV's history, and oversees a university with more than 31,000 students and 4,000 full-time employees. He has worked in higher education for more than three decades and has received numerous national awards and honors throughout his career. He earned a bachelor's degree in psychology from the College of Santa Fe, a Ph.D. in lifespan developmental psychology from Texas Tech University and completed postdoctoral training in quantitative genetics from the University of Colorado Boulder.

Executive Vice President and Provost Chris L. Heavey, Ph.D.

Chris L. Heavey was appointed executive vice president and provost at UNLV in 2020, after serving for one year in the interim role. In this role, he serves as the University's chief academic officer and works closely with the president in overseeing academic and budgetary policies and priorities for the campus.

Heavey has been at UNLV for more than 28 years, during which time he has been recognized for his award-winning work. He has also held several leadership and administrative positions over his career, including Senior Vice Provost, Dean, Vice Provost for Undergraduate Education, Director of General Education, Associate Dean, and President of the Nevada State Psychology Board.



As a professor of psychology and a licensed psychologist, Heavey researches inner experience, or the thoughts, feelings, sensations and other experiences that populate awareness. He uses the Descriptive Experience Sampling (DES) method to explore the experience of people who share a common feature, such as those suffering from depression, as well as the characteristics and phenomena of normal, unaltered consciousness. Other areas of interest for Heavey include how inner experience relates to other psychological constructs (e.g., personality, emotional intelligence, etc.), exploring the experience of naturally-occurring emotions, and how methodological variations in procedures used to research inner experience influence findings.

Heavey received his Ph.D. in Clinical Psychology from the University of California, Los Angeles. He also holds a master's degree from UCLA and a bachelor's degree from UC Santa Cruz.

THE CITY OF LAS VEGAS



One of UNLV's most valuable assets is its location. The Las Vegas Valley's many world-class resorts, desert destinations, and tourist attractions provide adventure, enrichment, and academic opportunities for the community. Known as the Entertainment Capital of the World, Las Vegas is also a top-three global leader in the hospitality industry, and one of the most-visited tourist destinations. Located just minutes from UNLV, the Las Vegas Strip provides the perfect setting for students to gain hands-on, once-in-a-lifetime opportunities not found anywhere else. Las Vegas is also a major transportation hub, with direct connections to major destinations around the world. Residents enjoy a high quality of life and low cost of living with no state income tax. With more than 300 days of sunshine a year and mild temperatures that make outdoor recreation possible throughout the year, Las Vegas is situated near the nation's most beautiful parks and attractions. Las Vegas is close to the Grand Canyon National Park, Hoover Dam, Red Rock Canyon and several major cities like Los Angeles, San Diego, Salt Lake City, and Phoenix.

NOMINATIONS & APPLICATIONS

The Search Committee invites letters of interest and nominations to be submitted directly to the search firm, Anthem Executive. Correspondence should include a curriculum vitae and a letter of interest describing relevant experience and interest in the position, and should be submitted to Scott Watson, Michael Ballew, JR Wheless, or Florene Stawowy at:

UNLVCFOVP@AnthemExecutive.com

Letters of interest and nominations should be submitted right away in order to assure consideration. Expressing interest is the first step in receiving consideration and does not make one an applicant for the position.

UNLV is an Equal Opportunity / Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability,

sexual orientation, genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. The University of Nevada, Las Vegas employs only United States citizens and non-citizens lawfully authorized to work in the United States. Women, under-represented groups, individuals with disabilities, and veterans are encouraged to apply.