

RH PERRY & ASSOCIATES

SEARCH COUNSEL TO HIGHER EDUCATION



MANHATTAN COLLEGE

# Manhattan College

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EXECUTIVE SEARCH PROFILE

**VICE PRESIDENT FOR FINANCE/  
CHIEF FINANCIAL OFFICER**



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MANHATTAN COLLEGE

# The Opportunity

The **Manhattan College** community seeks a Vice President for Finance/Chief Financial Officer to lead the institution to its next level of excellence through management of all financial operations at the College, while maintaining a strong commitment to its Lasallian Catholic mission and values, communicative and collaborative entrepreneurialism, and an unwavering focus on student success.



MANHATTAN  
COLLEGE





MANHATTAN COLLEGE

# Mission

**Manhattan College** is an independent Catholic institution of higher learning that embraces qualified men and women of all faiths, cultures, and traditions. The mission of Manhattan College is to provide a contemporary, person-centered educational experience that prepares graduates for lives of personal development, professional success, civic engagement, and service to their fellow human beings. The College pursues this mission through programs that integrate a broad liberal education with concentration in specific disciplines in the arts and sciences or with professional preparation in business, education and engineering.

Established in 1853 by the Institute of the Brothers of the Christian Schools, the College continues to draw its inspiration from the heritage of Saint John Baptist de La Salle, the innovator of modern pedagogy and patron saint of teachers. Among the hallmarks of this Lasallian heritage are excellence in teaching, respect for human dignity, reflection on faith and its relation to reason, an emphasis on ethical conduct, and commitment to social justice.







# The College



## Overview

Manhattan College was founded in 1853 by the Brothers of the Christian Schools, a Catholic teaching order started by Saint John Baptist de La Salle. The Lasallian mission drives a focus on quality education for all and service to all neighbors in need. The picturesque campus is located in the residential Riverdale section of the Bronx, 10 miles and a 30-minute subway ride from Midtown Manhattan.

Manhattan College has five schools that serve traditional undergraduate students, and the School of Continuing and Professional Studies (SCPS), which offers a blended learning approach for adult students. Graduate programs are offered in the O'Malley School of Business, the Department of Education, Health Professions, Engineering, Science, and Continuing and Professional Studies.

Manhattan College is recognized for excellence in providing a distinctively engaging educational experience grounded in its Lasallian Catholic commitment to education as both a search for wisdom and a means to contribute to the greater good of the human family. The College has enhanced and expanded its reputation for excellence chiefly by building on its core strengths: its Lasallian Catholic heritage, its location as a residential campus in New York City, and its ability to offer, in a medium-sized and person-centered college setting, an extraordinarily broad range of disciplinary, interdisciplinary, and co-curricular opportunities.





# MANHATTAN COLLEGE



## Facts & Statistics

# 3,166

TOTAL  
UNDERGRADUATE  
STUDENTS

# 528

TOTAL GRADUATE  
STUDENTS



**57%**  
MALE



**43%**  
FEMALE

# 36%

UNDERREPRESENTED  
(25% Hispanic/Latinx)

# 33%

FIRST-GENERATION  
STUDENTS



**51**  
STATES &  
TERRITORIES

**50+**  
COUNTRIES  
REPRESENTED

# 6

SCHOOLS

- School of Liberal Arts
- Kakos School of Science
- School of Engineering
- O'Malley School of Business
- School of Continuing & Professional Studies
- School of Health Professions

GRADUATE  
PROGRAMS

# 100+

MAJORS AND  
PROGRAMS



# 93%

of 240 full-time faculty  
HOLD DOCTORAL  
DEGREES

**MEMBER OF ALL  
FIVE DISTINGUISHED  
NATIONAL HONOR  
SOCIETIES**

Phi Beta Kappa, Sigma Xi, Kappa Delta Pi, Tau Beta Pi, and Beta Gamma Sigma.

**MEMBER OF THE  
ANNAPOLIS GROUP,**

which comprises  
130 leading national  
independent liberal  
arts colleges.

**MEMBER OF THE NEW  
AMERICAN COLLEGES  
AND UNIVERSITIES,**

a national consortium  
of schools that combine  
liberal arts with  
professional education  
and prepare students  
for meaningful civic  
engagement.

**FULLY ACCREDITED**

by Middle States  
Commission on  
Higher Education  
(reaffirmation in 2022)

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MANHATTAN COLLEGE

# Points of Pride

## Achievements & Rankings

- **Top 10** nationally in **improving students' economic outcomes** (*Money*, fall 2020)
- **Top 4%** nationally in **College Return on Investment report** (*PayScale.com*, fall 2021)
- **6<sup>TH</sup>** among regional universities for **veteran students** (*U.S. News & World Report*, fall 2022)
- **9<sup>TH</sup>** nationally for **Value-Added Distinction** (*Brookings Metropolitan Policy Program*)
- **16<sup>TH</sup>** **Best Regional Universities in the North** (*U.S. News & World Report*, fall 2022)
- Included in **Forbes America's Top Colleges**, ranked **87<sup>TH</sup>** in the **Northeast** (fall 2022)
- Included in the **Princeton Review's The Best 387 Colleges** (fall 2022)
- Included in **Washington Monthly's 45 BEST Master's Colleges & Universities in the country** (fall 2022)
- Honored by **Fair Trade USA** and **Catholic Relief Services** for a commitment to social justice
- **PayScale** — **12<sup>TH</sup>** **Best College for Salary Potential in New York**
- **93%** of 240 full-time faculty hold doctoral degrees
- **The Economic Mobility Rankings** (*Georgetown and Third Way*)







# Points of Pride

## Student Focus & Success

STUDENT TO FACULTY RATIO:

**11:1**

AVERAGE CLASS SIZE:

**18**

**76%**

FIRST-YEAR RETENTION RATE



**72%**

SIX-YEAR GRADUATION RATE

**85%**

OF GRADUATES ARE  
EMPLOYED FULL-TIME or  
ENROLLED IN GRADUATE SCHOOL  
within nine months of graduation

**87%**

of graduates reported their  
EMPLOYMENT IS RELATED  
TO THEIR FIELD OF STUDY

**100+**

CLUBS, ORGANIZATIONS AND  
SERVICE OPPORTUNITIES



**20+**

STUDY ABROAD PROGRAMS  
in Mexico, Europe and the Caribbean

**100s**

OF PAID AND UNPAID  
INTERNSHIP OPPORTUNITIES



**80%**

of UNDERGRADUATE  
STUDENTS PARTICIPATE  
IN INTERNSHIPS before  
graduation

**THE INNOVATIVE  
DIGITAL ARTS & HUMANITIES  
(DASH) PROGRAM,**

bringing the techniques of data  
analysis and digital representation to  
traditional questions in the humanities  
and social sciences

**THE ARCHES PROGRAM,**  
a premiere living-learning  
community for first-year students

**THE CAMINO PROGRAM,**  
awarding native Spanish speakers an  
associate's degree in general studies

**THE MANHATTAN COLLEGE  
MENTOR PROGRAM,**  
which introduces students to career-  
related experiences by being paired  
with a mentor, typically a Manhattan  
College alumnus

**THE JASPER SUMMER RESEARCH  
SCHOLARS PROGRAM**  
offers students the opportunity  
to participate in summer research with  
a faculty member

## Forward Momentum

The new **HIGGINS ENGINEERING AND SCIENCE CENTER**, provides state-of-the-art facilities for teaching and research along with student study areas.

A comprehensive capital campaign – **INVEST IN THE VISION: THE CAMPAIGN FOR MANHATTAN** – has already **RAISED \$209M** towards a \$165M goal for three top priorities:

- Enhancing facilities on the College's North and South campuses
- Growing endowment for scholarships and faculty development
- Securing unrestricted support for academic programming and student support services

**PHASE III OF RENEWING THE PROMISE: A STRATEGIC PLAN** for Manhattan College was initiated in June 2020. The five Strategic Priorities of the plan are:

- I. Academic Excellence
- II. Student Success
- III. Community Engagement
- IV. Financial Health and Sustainability
- V. Campus Infrastructure



# Lasallian Catholic Heritage



Manhattan College is a Catholic institution in the Lasallian tradition founded in 1853 by the Brothers of the Christian Schools, a teaching order started by Saint John Baptist de La Salle, patron saint of teachers. The Lasallian tradition created a new type of school system and elevated the work of teaching school – treating it as a profession and a vocation. Today, Manhattan's Lasallian heritage is an integral part of who the community is and how it lives out its mission. The five core Lasallian principles are:

## *Faith in the Presence of God*

We believe in the living presence of God in our students, in our community, and in our world. The Lasallian school nurtures an awareness of the world through the “eyes of faith.”

## *Respect for All People*

We honor and respect the dignity of all individuals. The Lasallian school nurtures respect-filled relationships as an expression of all being made in the image and likeness of God.

## *Quality Education*

We engage in quality education together as students, staff, and faculty by thinking critically and examining our world in light of faith. The Lasallian school prepares graduates to contribute to and transform society.

## *Inclusive Community*

We celebrate diversity and welcome all members to our community. The Lasallian school community embraces the uniqueness and sacredness of all people.

## *Concern for the Poor and Social Justice*

We are in solidarity with the poor and advocate for those suffering from injustices. The Lasallian school promotes a life-long commitment to community service and justice education.





# Leadership



## President



The current President is **Brother Daniel Gardner, FSC**, effective July 1, 2022. A member of the Manhattan community for the past six years, Brother Daniel has served the College in both academic and administrative capacities, including, most recently, as assistant director of the Center for Graduate School and Fellowship Advisement. During his tenure at Manhattan, he has also served as an adjunct instructor of religious studies, as well as teaching religion and Catholic social justice classes in the Camino Program and pre-health classes in the Kakos School of Science.

Brother Daniel came to the College as assistant director of admission in 2016, having spent the previous decade as a school principal, first at Resurrection School in New York City and later at St. Raymond High School for Boys in the Bronx. Earlier in his career, he taught English and religious studies at the Christian Brothers Academy in Lincroft, New Jersey, before becoming associate principal of the school from 1999-2004.

A native of Buffalo, New York, Brother Daniel earned his Bachelor of Arts in English Literature magna cum laude from La Salle University in 1994. He went on to earn a master's degree in theology and pastoral studies, also from La Salle, in 1996. He is currently a Doctor of Ministry candidate at The Catholic University of America, with degree near

completion. Brother Daniel has also received a certificate in spiritual direction from Fordham University, and a professional diploma in administration from Manhattan. He studied for his novitiate as a De La Salle Christian Brother in Skaneateles, New York, and completed his scholasticate at La Salle University in Philadelphia.

The previous president, Brennan O'Donnell, Ph.D., retired from the Presidency after serving as the 19th President of Manhattan College since July of 2009. Significant advances during President O'Donnell's tenure included growth and diversification of academic offerings and increased student support services. The College also added several career development and mentorship programs with alumni and other partners. Major facilities upgrades under O'Donnell's administration included The Raymond W. Kelly '63 Student Commons opened in 2014 and the Patricia and Cornelius Higgins '63 Engineering and Science Center opened in the fall of 2020. Thomas Hall (dining facilities) and De La Salle Hall (the home of the O'Malley School), have also undergone significant upgrades, as have athletic facilities, including the opening of the Gaelic Park Athletic Center.

A search for the next President is underway and is expected to be completed prior to the selection of the CFO.





# The Position

The Vice President for Finance, Chief Financial Officer (“CFO”) is responsible for the leadership and management of all financial operations at the College. As part of the President’s Cabinet, the CFO plays a key role as advisor to the President and other senior members of the Administration. The CFO, along with the Finance team, also provides guidance, partnership, and leadership on financial matters to the broader College community. This Position reports directly to the President of Manhattan College. In recent years the College has consistently received clean audits and maintained a high credit rating.



# Detailed Responsibilities

As a senior executive of the College, the scope of this position is broad and dynamic. Nevertheless, there are several specific responsibilities, not limited to the following:

## Strategy and Planning

- Develop and implement financial operating strategy.
- Collaborate with Cabinet members to develop a long term, economically sustainable capital, and financial plan.
- Develop the annual operating budget, fostering collaboration across the College.
- Function as a change leader. Encourage the community to think creatively in creating a shared vision, embracing efficiency opportunities, and implementing qualitative improvements within resource constraints.

## Management

- Demonstrate strong people skills to lead and manage the day-to-day operations in the Accounting, Procurement, Controllers, Bursars, Financial Systems, Student Financial Services, and Endowment/Grant Administration functions. Management of the budget and investment practices along with complying with any audit findings is critical.
- Develop the skill level and capabilities of staff, fostering a quality service orientation; improve processes to gain efficiency and effectiveness.

- Ensure accurate and timely financial reporting. Develop thorough, concise presentations for communicating financial results to various stakeholders (Management, Board of Trustees, Bondholders, etc.).
- Ensure processes and internal controls impacting financial and compliance reporting are effective and integrated across departments to ensure. Identify and implement improvement opportunities.
- Evaluate technology related platforms/controls as they relate to financial processes. Collaborate with Information Technology team (IT) to ensure secure and reliable systems/platforms. Collaborate with IT to identify and mitigate security gaps, if any.
- Establish the proper cost coding of sources and uses of funds to allow the proper costing of differing aspects of the College's revenue raising activities. The CFO shall provide trending analysis for revenues and expenses and manage the data migration of past data into an appropriate Enterprise Resource Program as required to achieve the same.
- As the CFO maintain banking relationships as required to establish lines of credits, short term and long-term financing. The CFO will establish and execute programs for the provision of capital required by the College including financial arrangements in a timely and cost-effective manner.
- Develop new business models as the College grows and changes its offerings.



# Detailed Responsibilities



## Experience and Skills

The CFO will be a creative problem solver with excellent management skills, a strong action orientation, and the proven ability to manage collaboratively.

Specific qualifications include:

- Eight-ten years of increasing and broad-based responsibility in Finance or a related field;
- Senior leadership experience encompassing strategic planning, project planning, and process improvement;
- Sound technical skills, knowledge, and experience, combined with the ability to build consensus across the College community;
- Strong oral and written communication and analytical skills, effective at interacting/negotiating with various constituencies across the community;
- Substantial expertise in finance, budgeting, and strategic planning, preferably in a not-for-profit/higher education environment;
- Strong accounting, financial forecasting, capital planning and budgeting and contract negotiations for outsourced functions. Familiarity with debt markets preferred;
- A track record of outstanding management that demonstrates financial acumen, organizational sophistication, superb listening skills, and high emotional intelligence;
- Experience within higher education and/or other relevant organizations undergoing industry transformation; a business orientation and perspective;
- Commitment to the highest ethical standards; personal and professional integrity above reproach;
- Undergraduate degree in Finance or Accounting; advanced degree is required;
- Experience in resource development projects;
- Certified Public Accountant preferred;
- Salary range \$300,000 - \$325,000; and
- Faculty, administration, and staff are expected to be knowledgeable about Manhattan's mission and positively contribute. Applicants from historically under-represented segments of the population are encouraged to apply, as well as those attracted to a college with a Catholic identity. We are committed to a diverse campus community. AA/EO Employer M/F/D/V.





# Application Procedures

Completed applications are due by **June 10, 2023**. To ensure full consideration, you will be required to submit: 1) a current resume or CV; 2) a cover letter addressing the position; and 3) the contact information for three professional references. Submit your application securely through our website [here](#).

## For Further Information Contact:

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## Manhattan College Policy

Manhattan College is an Equal Opportunity Employer that does not unlawfully discriminate in its employment decisions based on race, color, creed, religion, ethnicity, national origin, sex/gender identify/ expression, sexual orientation, marital/partnership status, disability, age, citizenship status, veteran status, predisposing genetic characteristics, caregiver status, credit history, arrest/conviction record, unemployment status, status as a victim of domestic violence, sexual violence, or stalking, or any other legally protected status.