



Vice President for Administrative Services



EFL Associates, Inc.

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Olympic College invites applications and nominations from dynamic and inspiring leaders for the position of Vice President for Administrative Services.

SUMMARY

[Olympic College](#) is seeking a visionary administrator with a record of strong leadership and accomplishments to serve as its next Vice President for Administrative Services. This person must possess a strategic focus as well as an operational, implementation, and a detail-oriented perspective. This is an executive level position reporting directly to the president and serves on the President's Executive Team/Cabinet. She or he will provide strategic advice concerning the financial, administrative, and operational matters of the College.

ABOUT OLYMPIC COLLEGE

Olympic College (OC) is a public two-year community college that educates more than 13,000 students a year. The college's annual budget is \$45 million, employing 1,050 faculty and staff. OC is located in the beautiful Pacific Northwest on the Kitsap Peninsula in Bremerton, Washington. Founded in 1946, the college has three campuses in Bremerton, Poulsbo, and Shelton and serves a population of 280,000 residents living in Kitsap and Mason Counties. The main campus is in Bremerton and is an hour ferry ride across the Puget Sound from Seattle.

In 2018, Olympic College joined the Achieving the Dream initiative, a national network of community colleges focused on equity, closing achievement gaps, and increasing graduation rates. Home to the second largest military-connected student body of any college or university in Washington State, in 2017 OC received the American Association of Community College's Outstanding College/Corporate Partnership Award for its industry-leading apprenticeship program with Puget Sound Naval Shipyard & Intermediate Maintenance Facility. In 2015, OC was a top ten finalist for the Aspen Prize, the preeminent recognition for community and technical colleges nationally.

With a dynamic president, and a renewed commitment to equity and student success, the college is seeking a passionate, results-oriented leader in administrative services who desires to make a difference for our students, employees and the communities we serve.

ACHIEVING THE DREAM INITIATIVE

Achieving the Dream is a national network of more than 220 colleges, each committed to helping students achieve their college and career goals. Achieving the Dream guides colleges through a transformative change process designed to enable more students to earn certificates



and degrees, improve their economic prospects and support their local communities. Participating colleges have a laser focus on equity, closing achievement gaps, and increasing graduation rates with an emphasis on low-income students, first-generation students and students of color, groups that have been traditionally underserved at all colleges.

As an Achieving the Dream member, [Olympic College](#) has access to leadership and data coaches who will help the college improve the availability and use of data to develop programs that will improve graduation rates for all students.

Achieving the Dream has pioneered a powerful, evidence-based Institutional Capacity Framework and assessment tool that assesses colleges across seven core capacities:

- Leadership & Vision
- Data & Technology
- Equity
- Teaching & Learning
- Engagement & Communication
- Strategy & Planning
- Policies & Practices

A culture of evidence is embedded into all seven capacities, reflecting the need for colleges to incorporate data-informed decision making across their value systems. Achieving the Dream embraces the principle of “systemic change” as the college works to implement and sustain holistic changes that improve student outcomes.

COLLEGE LEADERSHIP



President Marty Cavalluzzi, Ph.D.

Dr. Marty Cavalluzzi began his tenure at Olympic College in 2018, after serving for five years as president of Pierce College in Puyallup, Washington. He holds a Doctor of Philosophy in Marine Science from The College of William and Mary in Virginia, a Bachelor of Science in Fisheries from Humboldt State University in California and an Associate of Arts from Orange Coast College in California. Before becoming president at Pierce College Puyallup, Dr. Cavalluzzi served as the Executive Vice President for Instruction and Chief Academic Officer at Edmonds Community College from 2006 through 2013. Prior positions include Dean of Science and Math at Seattle Central Community College from 2001 through 2006, and Associate Dean for Math and Science at Northwest Indian College in Bellingham from 2000 through 2001.

BREMERTON, WASHINGTON

A short one-hour ferry ride from downtown Seattle, Bremerton is a beautiful City where guests and locals alike enjoy the downtown Harborside area. It includes [Kitsap Conference Center](#), two hotels, fine dining, coffee shops, cafes and the [Port of Bremerton Marina](#) with 220 permanent slips and



100 for visiting boaters. The Bremerton Arts District, [Puget Sound Navy Museum](#), USS Turner Joy, Boardwalk, Harborside Fountain Park and PSNS Memorial Plaza are all located near the ferry terminal. From there it is a short walk across the Manette Bridge for more cafes and shopping. Just north of downtown is [Evergreen Rotary Park](#) that features the [9/11 Memorial](#) and the [Evergreen Rotary Park Inclusive Playground](#). Two 18-hole championship courses can be found at [Gold Mountain Golf Course](#). Bremerton has a thriving artistic and cultural community, nine unique neighborhoods with new affordable housing, excellent schools, 35 parks and many [recreation programs](#).

THE VP FOR ADMINISTRATIVE SERVICES



Olympic College has hired several key executive-level positions due to retirements and career progressions to other colleges. The College is making a concerted effort to increase student success, which means they also support

and encourage employee success. To that end, Olympic College is seeking a visionary administrator with a record of strong leadership and accomplishments to serve as its next Vice President for Administrative Services. This person must possess a strategic focus as well as an operational, implementation, and a detail-oriented perspective. Olympic College invites applications from qualified individuals who value student and colleague engagement, and are interested in working within a diverse, innovative, outcome and evidence-based learning-centered environment.

A key member of the College's leadership team, reporting directly to the President, the Vice President for Administrative Services collaborates closely with other executive staff leaders and the President in both long-range planning and daily administration of the College. The Vice President for Administrative Services has overall responsibility for the College's financial services, capital planning and construction, facilities operation, and campus security and emergency management; provides leadership that demonstrates an appreciation of all constituencies and contributes to the positive working environment of the College; and serves as a representative of the College in a number of external settings.

OPPORTUNITIES & EXPECTATIONS

- Provide executive leadership and oversight, along with other executive team members, in the implementation of the College's strategic plan and annual budget
- Provide executive leadership, innovation, strategic direction and coordination of district-wide management support including, but not limited to, administration of:
 - Business Services including budget, finance and purchasing
 - Auxiliary Services including parking, duplicating and central receiving; and
 - Operations including facilities, capital construction, and campus safety and emergency management
- Serve in a leadership role with other executive team members to foster relationships with community and government officials, academic officials, collective bargaining units, the

College-wide governance system, non-bargaining professional staff, and administrators and students where appropriate

- Play a critical role in maintaining and advancing the College's vision and its culture by encouraging and facilitating open and positive communications among constituent groups in matters including, but not limited to, policy development, planning, labor-management negotiations, and budget
- Develop short- and long-term financial plans that ensure college finances and budgets are managed in accordance with State law and generally accepted accounting standards
- Advocate effectively for resources in support of the teaching and learning process through institutional planning, resource allocation, and day-to-day administrative functions
- Encourage and support faculty and staff in their efforts to identify and effectively respond to student and community needs
- Encourage and support entrepreneurial activities that meet identified community and business needs and generate additional revenue
- Initiate and facilitate campus-based sustainability programs and practices
- Provide leadership for the College's facilities master plan and provides the State community and technical college system the documentation necessary to secure financial support for the master plan
- Serve as budget representative for the College Wide Budget Committee
- Perform other related duties as required and/or assigned

QUALIFICATIONS

Minimum Requirements

- Bachelor's degree preferably in Business, Management, Finance, or related field from an accredited college or university is required
- Leadership experience at a senior level in a complex organization
- Five (5) years of progressively responsible executive management experience
- Experience developing funding for capital projects
- Experience managing a complex budget and capital projects

Preferred Qualifications

- Master's degree preferably in Business, Management, Finance, or related field from an accredited college or university is highly preferred
- Experience working in a community college or other higher education setting
- Experience securing funding for capital projects
- Intermediate computer experience, MS Office preferred
- Washington State experience is a plus

College-Wide Job Requirements

- Professional, courteous and respectful towards others, both internal and external, and responsive to requests
- Participate in maintaining a supportive work environment
- Treat employees with respect and fairness, and make open communication a priority
- Work collaboratively as a key executive team member and maintain in-depth relations with all members of the management team
- Display initiative to resolve problems and capitalize on opportunities
- Promote cost-effective use of the organization's resources
- Promote understanding of and participation in college-wide initiatives

Successful Candidate Will Demonstrate:

- Success with financial planning, audit compliance, and budget analysis, monitoring and management
- Excellent written and verbal communication skills, including the ability to articulate budget and operational issues to all constituencies
- Ethics, integrity, sound professional judgment and strong business acumen
- Commitment to diversity, equity and inclusion, and demonstrated ability to work effectively in a diverse workplace and education environment
- Ability to work productively with others in a collegial setting to build, motivate and maintain strong and mutually supportive academic and administrative teams
- Innovative leadership skills including strategic planning, team development, project management, and a strong commitment to service delivery
- Ability to represent college finances as part of the college bargaining team
- Capacity to effectively handle competing priorities, make sound decisions and take appropriate action that takes into consideration all the campus constituencies
- Ability to plan, advocate for resources, and sustain a commitment to the ongoing development of campus infrastructures, both physical and technological
- Leadership skills required for the College master planning process and the ability to develop funding proposal for same
- Support of entrepreneurial activities resulting in additional revenue
- Understanding of and commitment to the Olympic College mission, with a focus on equity and a student success centered environment

Compensation

The compensation package will be competitive and market-based, corresponding to the experience level and qualifications of the candidate. A full range of employee benefits is offered as is relocation assistance/reimbursement, as allowed by Washington State law.

NOMINATION & APPLICATION PROCESS



EFL Associates (<https://eflassociates.cbiz.com>), an executive search firm, is assisting **Olympic College** with its search for this important leadership position. All calls and inquiries should be made through the search firm. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search, at which time the express permission of finalists will be obtained before making their candidacy public.

Applications should include:

- A letter of introduction outlining the applicant's background, and qualifications for the position. *(This letter should specifically address the leadership attributes and professional competencies for this position.)*
- Curriculum vitae/résumé.
- Contact information (**e-mail addresses are required**) for five professional references, at least one of which is a person who has reported directly to you, a second who is a colleague, and a third who is an individual to whom the applicant has reported directly. Please note that references will not be contacted until further in the search process with prior approval by the applicant.

Please note:

- All candidate materials should be submitted electronically as **PDF documents** through the following website: <http://eflassociates.peopleadmin.com/postings/1321>
- For best consideration apply by September 7, 2020.
- The preferred start date is January 2021, but is negotiable.

Confidential inquiries can be directed to:

Wynn Goering, PhD
Senior Consultant, Higher Education Practice
505-620-6171 (direct)
Email: wgoering@eflassociates.com

Nominations & application questions can be directed to:

Ms. Angela Lilje
Practice & Project Manager, Higher Education Practice
816-945-5410 (direct)
Email: alilje@eflassociates.com



Olympic College is an Equal Opportunity Employer and Educator.

Olympic College provides equal opportunity in education, employment and college activities regardless of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, use of a trained guide dog or service animal, or any other unlawful bias.