



***Vice President for Administration
and Finance/Chief Financial Officer***

Position Profile & Announcement



Bethel College (soon to be Bethel University) seeks a mission-aligned, forward-thinking, Christian leader for the position of Vice President for Administration and Finance/Chief Financial Officer.

Vice President for Administration and Finance/CFO

Position Profile and Announcement

INSTITUTIONAL PROFILE

Bethel College is a four-year Christian college of the arts and sciences that will officially become Bethel University on May 6, 2019. Affiliated with the Missionary Church, the college is a member of the Council for Christian Colleges and Universities (CCCU), an organization of more than 180 Christian institutions around the world, whose mission is to advance the cause of Christ-centered higher education.



The mission of Bethel College is to transform communities through Christ-centered graduates. Bethel is a leader in the community of learners, building lives of commitment for leadership in the Church and world. Bethel's liberating academic programs challenge the mind, enlarge the vision, and equip the whole person for lifelong service.

Founded in 1947, the college community of 225 dedicated professionals supports and educates 1,500 traditional and adult/graduate students from 35 states and several nations. Bethel also hosts more than 8,000 guests annually to arts productions, 25,000 annually in conference services, and many thousands of community members in support of its 38 national athletic championships.

National Recognition

Outside organizations recognize Bethel's quality, ranking it as a Top Tier Midwestern College for 15 consecutive years by U.S. News & World Report, in the Top 100 of 4,500 colleges nationally for its commitment to character education, No. 2 in the nation for proportion of students engaged in community service, No. 2 of 50 Best Value Christian Colleges, and No. 1 in 2015 for Top Christian Colleges Exceeding Expectations.

Bethel College Alumni

Bethel's 20,000 alumni lead in 49 states and 64 world areas, enjoy a medical school acceptance rate double the national average, have a 100% job placement rate in Nursing (whose program was ranked No. 7 in the United States; No. 9 in Indiana), a Top 4% finish nationally in competitive math performance tests, and 100% pass rate every year on the national performance standard for the unique academic major in American Sign Language.

Alumni professional achievements include the No. 1 rated School Superintendent in Indiana, the No. 1 rated School Principal in Indiana; a Top 1% pediatric surgeon in North America; the former Executive Director of the largest Youth for Christ district in the nation; the chaplain of Barak Obama's childhood school; the lead in "South Pacific" in Chicago, a laboratory director in sustainable energy; former MLB All-Star Team representative from the Cleveland Indians – Justin Masterson; former MLB pitcher for the San Diego Padres – Eric Stults; a senior Midwest manager for Blue Cross/Blue Shield; and among others, the Ernst & Young Entrepreneur of the Year, Midwest Region, Don Clark.

Faculty Achievements

Faculty accomplishments from Bethel include: an average of more than 100 scholarly presentations and performances each of the last five years, reaching every corner of the United States (California, Oregon, Oregon, New York, Washington, D.C., Georgia, Texas, etc.) and across the globe (e.g., Kenya, Greece, Israel, Jamaica, France, etc.), including elite sites such as Oxford, Cambridge, Aberdeen, and Carnegie Hall. Academic disciplines are deepened by Bethel projects on suffering, shame, the logic of forgiveness, Islam, mentoring, culture shock, health care among the Amish, eating disorders, home births, monotone mathematical triangles, top predator conservation, adolescent readers, capitalism, gene segregation, Great Lakes fisheries, social-linguistic patterns among the LGBT deaf, deviance in American political allies, ecological imagination in American fiction, Russian education, Latino values and education, theater sound and stage design, leadership pressure, the ethics of

BETHEL BY THE NUMBERS

- ✓ 100% of Sign Language Interpreting majors passed the national interpreter certification written exam, for the eight year in a row. (Spring 2018)
- ✓ 1,974 hours were donated by Bethel students to nearly 50 organizations for Bethel's 28th annual service day.
- ✓ 25% of undergraduate students come from culturally diverse backgrounds.
- ✓ 38 National Championships have been awarded to the Pilots in the NAIA and NCCAA.
- ✓ 89% of Bethel graduates who have applied to medical school since 2001 have been accepted. This is more than twice the national average.
- ✓ 37 is the number of task force trips on which students have served since 1988.

a Library Bill of Rights, non-violent resistance, simulation learning in nursing, Shakespeare, depression in cancer patients, race-based tension, art exhibits in every medium, choral and instrumental productions of great variety, and more.

Financial Indicators, Enrollment, Physical Plant Projects

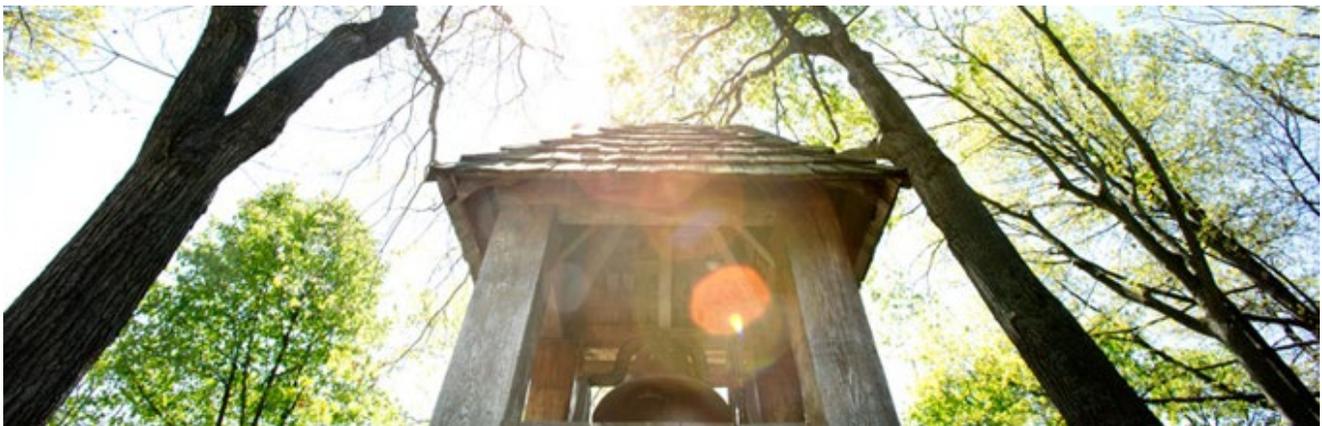
During the past five years, Bethel has enjoyed the strongest series of financial ratios in 25 years (as defined by the U.S. Department of Education) and paid down about \$8M in debt, now totaling \$15M. Bethel is currently in an investment phase for the GROW Initiative (2018-2023) and will protect cash in the coming years. A very positive banking relationship exists.

Over five years, Bethel doubled the number of fully online students and saw surges in programs like Math-Engineering (+24%), Christian Ministries (+53%), Biology (+118%), Kinesiology/Pre-Physical Therapy/Sport Management (+177%), and total Graduate Program increases of +47%. Students of color moved from 19% to 28% of the total population, with increases in their retention and graduation rates.

Recent facility upgrades include the Academic Support Services Center; School of Nursing Simulation Lab; renewal of the largest lecture hall, named for Paqui & Brian Kelly (Notre Dame head football coach and wife); new entrances for the East campus and Athletic Park; addition of three intramural fields; a new Softball stadium; a refreshed Weight Room; addition of a Kindergarten Lab School; a refreshed Art Gallery; remodeled Acorn restaurant; new Wi-Fi network, phone systems; and more. Next facility upgrades include a Welcome Center addition in 2019, and \$3M raised so far in pledges toward a \$5M Training Center.

Work culture at Bethel also thrives, now meeting or exceeding industry average scores on 47 of 55 variables annually tracked by Best Christian Workplaces, who surveys 15,000 workers in Christian organizations annually. The employee experience at Bethel now leads national norms in commitment to excellence, an environment for creativity and innovation, solving problems through supervision, the habit of receiving and using input, and demonstrating spiritual gifts throughout the workplace.

However, just as a survey of regional Christian colleges shows 8 of 10 had reduced enrollment over this decade, Bethel did as well. So, in spring 2018, Bethel launched its *GROW Agenda 2018-2022*, focused on opening new doors for future students. Throughout fall and winter 2017, a multi-disciplinary research and planning team produced four initiatives of highest return, which was later unanimously approved by the



Board of Trustees and endorsed to very high levels by faculty, staff and administrators. The primary foci are: (1) adding several new sports teams and an athletic facility, (2) adopting new recruitment methodologies and external partners in digital marketing and web development (in first six months, applications are +20% over prior year for Freshman), (3) double the number of online-format programs from 11 to 22 (four new programs are approved for development), and (4) a variety of small, niche enrollment projects (e.g. a debt-free path through Bethel for the poorest students, launching a Computer Science major in Fall 2019, launching a corporate partnership to provide MA in Counseling degrees in house, etc.). Simultaneously, to support a 60% growth in Admissions visitors over the past three years, a Welcome Center facility is already funded, with construction underway in the first six months, to be completed in late summer 2019.

THE LOCAL COMMUNITY



Mishawaka, Indiana, is a growing commercial city in Northern Indiana, located next to South Bend. Mishawaka, the Princess City, lies nestled along the meandering path of the St. Joseph River. Population growth, business expansion and record-breaking new construction tell us that people want to live, work, raise their families and retire in Mishawaka. Community pride is an essential part of life in the Princess City. The quality of life that generates this community pride comes from many sources.

Mishawaka is part of a metropolitan area including South Bend, Granger, and Elkhart comprising 250,000 people. Mishawaka has

grown by about \$200M in capital investment over the past couple of years from the Regional Cities Initiative. Not only is Mishawaka home to Bethel College, but it is also home to AM General's Hummer Plant, a beautiful system of 50 parks and riverwalks, two theaters drawing national talent, and a myriad of cultural opportunities.

There are also seven colleges in the metro area (including the University of Notre Dame), the second largest shopping district in the state of Indiana with 15,000 businesses. Resort venues on Lake Michigan are 45 minutes away.



BETHEL LEADERSHIP



Gregg Chenoweth, Ph.D.
President

Gregg Chenoweth, Ph.D., began his role as the seventh president of Bethel College on July 8, 2013.

Prior to coming to Bethel, Chenoweth spent 10 years at Olivet Nazarene University in Bourbonnais, Ill., south of Chicago, most recently as vice president for academic affairs.

During his first five years at Bethel, Chenoweth worked with colleagues to deliver a quality-focused agenda titled GREATER: 2014-2018. This is now followed by the GROW initiative to enhance enrollment: 2018-2023.

Results include: tripled media mentions per year about Bethel, +30% unique visitors to the Web, and 8-fold increase in social media traffic; the strongest series of years in financial indexes in 25 years, five consecutive years of record-setting work culture scores, growing from 0 to 13 online format programs with an on-ground Computer Science degree; doubling the number of voluntary Christian discipleship groups and now showing 7 in 10 traditional undergraduates being mentored on or off campus each year; \$5M spent on maintenance or renovation; \$5M for scholarships; a nursing facility expansion, and construction of a new east entrance, softball field, and intramural fields, and a Welcome Center in 2019; 4 national sports championships in the last five years (totaling 38), reaccreditation of all programs, and various 3rd-party endorsements (Best Bang for the Buck college, 15 years US News Top Tier Midwest Colleges, etc.

Chenoweth's community involvement includes serving on the United Way Board, being a founding Board member for Starfish Family Homes (an organization to assist abused and neglected children), serving on the Advisory Board for a multi-county business magazine, and leading an Adopt a Village fundraising effort for victims of the tsunami in Thailand, collecting \$40,000.

Chenoweth is often a speaker at community organizations like Rotary and Kiwanis, and received a Friend of Youth Award for an innovative after-school program.

Chenoweth has a B.A. from Olivet Nazarene University and an M.A. from Northern Illinois University. He received his Ph.D. from Wayne State University in 2003 in managing organizational change.

For more information about College Leadership, please review the following webpage: [Bethel College Cabinet](#).

THE VICE PRESIDENT / CFO

The Vice President for Administration and Finance / Chief Financial Officer reports to the President and is one of five senior leaders of the College/University, working beside vice presidents for Academic Services, Enrollment Management, Student Development, and Advancement.

Principal Duties

- Lead the Operations Team of six direct reports: Director of IT, Director of Physical Plant & Auxiliary Services, Director of Public Safety, Director of Human Resources, Controller/Business Office, Director of Institutional Research & Assessment;
- Know, champion, and fulfill the Bethel College mission and values;
- Support the Finance Committee of the Board of Trustees as staff liaison – data, communication, strategy, networking, responding to need, etc.;
- Contribute meaningfully to strategic, College-wide decisions in partnership with the other four vice presidents on the President’s Cabinet;
- Refine and execute weekly Scorecard metrics and quarterly major commitments in the GROW priorities;
- Direct financial operations for the College, including monthly and quarterly financial reports in accordance with GAAP;
- Forecast operations budgets for three years ahead, and cash flow one year ahead;
- Administer internal controls and risk management protocols;
- Represent the College to auditors, bankers, attorneys as needed; and
- Other duties as assigned by the President to tailor the position around a candidate’s strengths.

Professional Characteristics

- CPA preferred; MBA desirable;
- 10 years of experience in senior leadership; higher education sector preferred;
- Finance experience (beyond accounting);
- Experience in managing across complex systems; and
- Illustrative history of staff development.

Personal Characteristics

- Demonstrated maturity in the Christian faith – beyond a profession of personal faith, the capacity to disciple another;
- Knowledge of the Missionary Church, capacity to demonstrate institutional kinship with denominational constituents, doctrinal comfort with Bethel's statement of faith and Lifestyle Covenant. However, denominational membership is not required;
- Assertive / self-starter;
- Follow-through / grit;
- Trustworthy / authentic;
- Collaborative;
- Professional style and manner in representing the College;
- Communication skill to translate business concerns to non-business constituents;
- Executive ability – beyond managing a department of direct reports, the capacity to manage systems throughout layers within and between Divisions, strategic thinking for the long view;
- Pro-people, not just pro-numbers; and
- Experience in handling hard dilemmas or conflict, with grace.

Determining Mission Fit

Qualified applicants will be asked as they advance through the process to write their Christian testimony (1 page), demonstrate enough maturity in the Faith to disciple another person, sign and support our Lifestyle Covenant, and be vetted during interviews, in part, by fit with our understanding and expression of core Work Values: (1) Love God – Love People, (2) Creative Grit, and (3) Humble Excellence.

Compensation & Benefits

Compensation will correspond to the experience and credentials of the candidate. Bethel College provides health, vision and dental insurance; annual employer retirement fund contribution; support for professional development; tuition remission for qualified dependents; and others as negotiated. Reasonable relocation assistance will be provided.

NOMINATION & APPLICATION PROCESS



EFL Associates (www.eflassociates.cbiz.com), an executive search firm, is assisting **Bethel College** with its search for this important 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. In addition, no contact to references will be made without prior approval of the candidate.

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:

- All documents should be submitted electronically through the following website:
<http://eflassociates.peopleadmin.com/postings/1242>
- Application deadline is April 22, 2019.
- The ideal start date is no later than August 1, 2019, but is negotiable.

Nominations & Confidential Inquiries can be directed to:

Steve Waldron, J.D.

Managing Director, Higher Education Practice
Direct Line: 816-945-5423
Cell Phone: 816-669-8554
Email: swaldron@eflassociates.com

Nominations & Application Questions can be directed to:

Ms. Angela Lilje

Practice & Project Manager, Higher Education Practice
Direct Line: 816-945-5410
Email: alilje@eflassociates.com

Bethel College does not discriminate on the basis of race, color, age, sex, disability, national or ethnic origin in employment opportunities, in keeping with applicable state and federal laws.

In keeping with the mission of the institution, Bethel College seeks applicants with a strong commitment to the values and lifestyle of evangelical Christianity and who profess a personal relationship with Jesus Christ. As a Christian institution, we require faculty and staff to adhere to the College's [Covenant of Lifestyle](#) and to enforce a religiously based statement of responsibilities for all College employees. Women and minorities are encouraged to apply. Bethel College, as an educational institution operating under the auspices of the Missionary Church, reserves the right to prefer employees on the basis of religion (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

