

OPPORTUNITY PROFILE *for the*  
BETHEL UNIVERSITY  
CHIEF FINANCIAL OFFICER



**BETHEL**  
UNIVERSITY

# Bethel University

## Chief Financial Officer

### OVERVIEW

Bethel University is pleased to announce the search for a Chief Financial Officer (CFO). President James H. Barnes, III is seeking a CFO that will partner with key leaders inside and outside of the university in building financial systems that optimize its resources to support the university's mission and strategic plan. The successful candidate will live out an active evangelical Christian faith that will propel the leadership team and the institution into the future, applying wisdom to the challenges at hand.

*This position offers:*

- Opportunity to collaborate in shaping the future of one of the largest universities in the Council for Christian Colleges & Universities and the Minnesota Private College Council.
- Strategic and operational responsibility for the university's financial resources that includes an annual budget in excess of \$125 million (including financial aid).
- Opportunity for strategy development and financial modeling in both annual and multi-year time horizons to support the achievement of the university's strategic plan.
- Responsibility to develop operating and capital budgets, as well as to lead financial and operational analysis across the organization.
- Oversight of critical functions, including campus auxiliary services (print, mail, and food services, campus store and purchasing services).
- Attractive salary and benefits package that includes a full service relocation package and access to tuition reduction benefits.

### ABOUT THE UNIVERSITY

Based in St. Paul, Minn., with an additional seminary location in San Diego, Bethel University has been a leader and model in Christian higher education since 1871. For generations, Bethel's blending of pietistic evangelical Christian faith with top-ranked academics has transformed women and men, preparing them for unique callings in the



kingdom of God. With more than 6,000 students enrolled in 100 academic programs in two colleges, a graduate school, and a seminary, Bethel University is one of the most comprehensive, interdenominational Christian universities in the nation. Students and employees are guided by Bethel's core values, rooted in Scripture: Christ-followers, character-builders, truth-seekers, learners, salt and light, reconcilers, and world-changers. Bethel is often described as a caring Christian learning community where faculty, staff, and students serve and encourage one another to accomplish incredible things—in careers, communities, and in the world.

## Mission and History

Bethel University has a clear mission: boldly informed and motivated by the Christian faith, Bethel educates and energizes men and women for excellence in leadership, scholarship, and service. Bethel prepares graduates to serve in strategic capacities to renew minds, live out biblical truth, transform culture, and advance the gospel.



John Alexis Edgren founded Bethel as a seminary in 1871. It was part of the Baptist Union Theological Seminary in Chicago, which also was the antecedent of the University of Chicago. The seminary trained pastors to serve Swedish Baptist immigrants fleeing religious persecution in Europe. Edgren, a sea captain and scholar who knew 30 languages, founded Bethel on the enduring conviction that Christians ought to love God with their minds, be wholly committed to following Christ, and embody a model of education that emphasized friendship between teacher and student.

In 1914, the Baptist General Conference (now Converge Worldwide) encouraged the seminary to move from Chicago to St. Paul and merge with Bethel Academy. Following World War II, Bethel answered demand for four-year degrees, becoming Bethel College and Theological Seminary.

Over the following decades, visionary leaders expanded Bethel Seminary geographically, while growing the undergraduate program in St. Paul. In 1989, non-theological graduate programs were launched, followed by bachelor's degrees for working adults along with online learning options.

In 2004, already classified among “master’s level universities,” Bethel changed its name to Bethel University to match its broad scope of programs across all schools.

In less than three decades, Bethel’s programs more than doubled to over 100 degree options, and enrollment tripled to over 6,000 students. But Bethel remains true to the vision of its founder, to be an educationally excellent, globally engaged university that equips its graduates to make exceptional contributions in their lifelong service to God and the world.

### The Campus

The 241-acre main campus of Bethel University is located on beautiful Lake Valentine in suburban Arden Hills, Minnesota, just 15 minutes from the downtowns of both Minneapolis and St. Paul. The 110,000-square-foot Brushhaber Commons (completed in March 2009) is the latest addition to the campus. This spacious, modern building houses a two-story dining center, a take-out restaurant, coffee shop, expanded campus store, offices for student organizations, and a green roof.

### TWIN CITIES, MINNESOTA

Bethel University is located in the Twin Cities (Minneapolis-St. Paul) region of Minnesota. The Minneapolis-Saint Paul region is the 16th-largest metropolitan area in the country (and roughly 65th-largest in the world), with more than three million residents. By nearly every measure, the Minneapolis-Saint Paul region ranks among the country’s most desirable places to live, offering exceptional cultural, social, and recreational opportunities.

The Minneapolis-Saint Paul area has long been noted for its tremendous spirit of civic cooperation. Private corporations and foundations often join with government and community organizations to improve and expand the resources available to the community. The substantial private investment that results enriches the whole area and helps maintain it as a dynamic metropolitan center.

National surveys consistently pick Minnesota as an ideal place to raise a family. The Twin Cities come out on top in many “Best” lists including Inc. Magazine’s “Best Places to Start and Grow a Company,” Money Magazine’s “Best Places to Live,” and author Sandra Gurvis’ “30 Great Cities to Start Out In.” Living here you’ll enjoy a four-season climate in one of the nation’s most economically robust regions, having scenic forests, rivers, lakes, parks, and golf courses.

The Minneapolis-Saint Paul (MSP) region is home of two thriving downtowns, internationally acclaimed orchestras and museums, five major league sports teams, and Mall of America. MSP has an unusually strong, diversified economy, providing residents with a quality of life regularly listed among the very best in the United States. This high quality of life is rooted in the region’s tradition of business innovation, workforce development, and corporate community involvement.





## **PRESIDENT'S CABINET**

Peer positions on the Cabinet with the CFO include the Executive Vice President/University Provost, Senior Vice President of Strategic Planning and Operational Effectiveness, Senior Vice President for Communications and Marketing, Senior Vice President for University Relations, the Chief Diversity Officer, the Director of Human Resources, and the Executive Assistant to the President.

## **EXECUTIVE LEADERSHIP TEAM**

The Executive Leadership Team (ELT) includes cabinet members and a larger group of leaders responsible for specific areas that report to cabinet members. The team meets monthly for discussion and planning with a focus on operational and strategic concerns.

## **POSITION DESCRIPTION**

Reporting to the President, the CFO serves as the lead ex-officio member of the Finance and Administration Committee as well as the Audit Committee of the Board of Trustees, and is a key partner to the Bethel University Foundation Board of Governors.

## **RESPONSIBILITIES**

- Serves as a financial leader and proactively recommends strategies to the President and relevant Board of Trustees members that will build the financial strength of the university in the long term, and mitigate, in the short to medium term, the current negative economic and demographic influences.
- Provides oversight and leadership for:
  - Accounting
  - Internal and external financial reporting and compliance
  - Debt and cash management
  - Accounting and audit oversight for endowment assets
  - Risk management
  - Grant accounting and reporting

- Management of the university's restricted and designated funds
- Financial analysis of the defined benefit plan
- Real estate administration
- Funding plans for all campus building and capital projects
- Campus auxiliary services which includes print services, mail services, and food services
- Campus store and purchasing services
- Development and oversight of related policies and procedures.
- Collaborates with the Bethel Foundation leadership in support of Foundation investment of endowment, defined benefit, and university assets.
- Leads a team of approximately 20 staff in the business office (which includes accounting and finance), and campus store and purchasing services areas as well as manages two significant vendor relationships in the auxiliary services area.

## QUALIFICATIONS

- An advanced degree is required, with an MBA in finance and/or accounting strongly preferred. CPA certification is also strongly preferred.
- At least 10 years of executive finance leadership experience is required with a strong preference given to candidates with experience in higher education and/or organizations that have experienced transformational change.
- Candidates should have demonstrated leadership managing finance and related functions in a complex organization and significant experience in providing analytic and financial expertise supporting the organization's ability to achieve its strategies and produce bottom line results.
- In addition to being a unit leader, candidates must have the ability to be a full business partner to the President and ELT, proactively providing meaningful input on a broad range of issues to improve the performance of the university.
- Candidates must have the ability to frame decisions in a holistic manner and articulate them to other leaders for discussion.
- A demonstrated understanding of business operations, including defined benefit and health care functions, is required.
- Candidates must have a proficient knowledge of generally accepted accounting principles and tax issues for not-for-profit settings.
- Candidates must have the ability to build and maintain solid banking relationships as well as partnerships with the Board of Trustees and Bethel University Foundation Board of Governors.
- The ability to represent the university well to external audiences is required.

## PERSONAL QUALITIES

*Successful candidate will be:*

- Proven self-starter.
- Strong oral and written communicator.
- Highly accurate and attentive to detail.
- Strong problem-solver.
- Highly skilled in building strong collaborative relationships with all levels of the university.

- Effective, fact-based articulator of views.
- Process-oriented and able to operate in adverse situations creating win-win solutions.
- Able to demonstrate ample and current evidence of discipleship of Jesus Christ and participation in a local church.
- In agreement whole-heartedly with Bethel University's Affirmation of Faith and agree with and live by the Covenant for Life Together.
- Committed to building and supporting a community that reflects the variety of our world including race, culture, gender, and ability.

### THE SEARCH AND SELECTION PROCESS—

The Search Committee, composed of representatives from the Bethel University Board of Trustees, Foundation Board of Governors, faculty, and administration, has been formed to advise the President on the viability of each of the top candidates for the role. The Search Committee is assisted by Bruce Dingman and Rich Kidd of The Dingman Company ([www.dingman.com](http://www.dingman.com)), an executive search firm, which has a successful track record for similar searches.

With input from the Search Committee, this document was created and sent to those who could be potential candidates or who might suggest individuals to be considered for this position.

The search firm initially will review each applicant, pre-screening those candidates who appear to have the best fit in light of the Opportunity Profile, through a process that includes reviews of submitted and requested materials, personal interviews, reference checks and other vetting and verifying procedures. All candidates, both internal and external, will go through the same process.

In collaboration with the Search Committee, the pre-screened list of candidates will be reduced to around four semi-finalists who then will be interviewed by the Search Committee in July. The President will select and present the top candidate to the Executive Committee of the Board of Trustees for their ratification.

Ideally, the candidate selected would join Bethel University in fall.

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We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established. As part of the process of being a candidate, the person will authorize a background check for driving, history, credit, social media, degree verification, and criminal records.



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Our client is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, genetic information, veteran status, and status with regard to public assistance.

With respect to religion, creed, and sexual orientation, Bethel, as will The Dingman Company as the university's agent, reserves the right to exercise discretion in employment decisions consistent with its status as an educational institution sponsored by the churches of the Baptist General Conference, and in accordance with statutory authority contained in Minnesota Statutes.

This document can be viewed or printed from [www.Dingman.com/Bethel.html](http://www.Dingman.com/Bethel.html).

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The Dingman Company, Inc. is a retained executive search firm devoted exclusively to serving our clients in matters of executive selection. We are a generalist firm that has served the business and non-profit worlds nationwide since 1979. While most of our assignments are in the corporate sector, due to our Christian faith, we also serve many non-profit organizations in the Christian community.

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For further information on this position, please contact:

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