



TITLE: President

DEPT: Administration

DATE PREPARED: October 2016

REPORTS TO: Board of Directors

FLSA: Exempt

POSITION SUMMARY:

The President is the Chief Executive Officer of the University and reports to the Board of Directors through the Chair. The President guides the intellectual tone of the University and effectively articulates its vision and direction. The President works with faculty, staff, and the Board to develop the Academic and Financial Plan through which the University fulfills that vision. Reporting directly to the President are the five vice presidents for Academic Affairs (Provost), Finance and Support Services (CFO), Student Affairs and Enrollment, Advancement and Marketing, and Information Technology, as well as the Director of Human Resources, who is also Secretary to the Corporation. The President leads fund-raising efforts and cultivates relationships with people who can assist the University in reaching its goals. The President works closely with the CFO and Provost in building a sound financial plan for Heritage. The President is the primary face of the University to the public and its primary spokesperson, locally, regionally, and nationally. The President is expected to build a strong leadership team that function effectively as a unit. Given the nature and mission of Heritage, the President is also expected to be a presence on the campus, setting the tone for an ambitious learning environment. The President is an ex officio member of the Board and works closely with Board members to set the direction of the University.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Establish the vision and direction of the University working with University constituencies.
2. Develop the academic and financial plans necessary to implement the vision.
3. Demonstrate a commitment to the student-centered mission of the University and an understanding of undergraduate, graduate, and professional student interests
4. Demonstrate an ability to nimbly address the challenges confronting higher education while cultivating the University's diversity and inclusiveness
5. Demonstrate an ability to identify opportunities and to convert challenges into innovative solutions and programs that will advance the future of the institution
6. Demonstrate an ability to promote a shared vision intended to address challenges and create opportunities, especially in the areas of student recruitment, research support, finances, and improvements to facilities and technology

7. Build a strong and effective leadership team of vice presidents, deans, and directors and develop the team into a productive unit
8. Expand the university's resources through philanthropy by cultivating and soliciting donors and providing leadership in reaching the University's goals
9. Represent the University as its primary public spokesperson locally, regionally, and nationally
10. Build a sound financial model and budget for the University with the CFO
11. Develop a strong academic model and vision for the University at the graduate and undergraduate levels with the Provost
12. Work with the Board of Directors to develop strategic plans for the University
13. Maintain a strong, easily recognized presence on campus for students, staff, and faculty.
14. Assure that the University is true to its mission and continues to improve instruction, student services, and the intellectual life of the University
15. Co-chair the Academic Affairs Assembly with the Chair of the Faculty and chairs such bodies as the Cabinet and the Planning and Budget Review Committee
16. Ensure that the University adheres to all local, state, and national laws and regulations, and that the University is always recognized as behaving ethically
17. Maintain the University's dedication to social justice and to providing opportunities for all of its students

OTHER DUTIES AND RESPONSIBILITIES:

1. Perform other functions as necessary or as requested by the Board.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of: The state of and issues in higher education in America; university policies and procedures; principles and practices of organization and administration; principles of supervision and training; principles of strategic planning; successful practices and systems supporting fund-raising in higher education.

Skills in: Leadership and management; oral and written communication; strategic thinking and planning; team building and personnel management; developing and communicating the university's business plans and strategies; developing and nurturing financial support for the University; working with a diverse Board and within the governance and management structures of the University.

Ability to: Direct, supervise, and empower leadership personnel; communicate effectively inside and outside the institution; cultivate relationships and trust with people who can help the University financially; make difficult decisions when faced with competing demands and limited resources; develop and articulate realistic yet ambitious goals for the University.

Qualifications: An advanced degree, preferably a doctorate or terminal degree in a field; at least ten years of experience in increasingly senior positions in higher education, or comparable leadership positions in another relevant field; a successful record of leadership with proven results. Preference will be given to applicants with an earned doctorate.

Interested and qualified applicants may submit the following:

Cover Letter, Vita/Resume, & List of References

To

Mr. Pat Oshie, Chair of Presidential Search Committee

Heritage University
3240 Fort Road
Toppenish, WA 98948

Oshie_P@heritage.edu

Full consideration will be given to applications received by December 2, 2016