

*Vice President
of Finance & Business Development*

The Seattle School
OF THEOLOGY & PSYCHOLOGY



The dream of The Seattle School of Theology & Psychology began around a kitchen table, where a gathering of a few passionate dreamers dared to imagine transformational education through a deep commitment to relationality.



Established in 1997, The Seattle School resides in the heart of the Belltown neighborhood of Seattle, Washington. Offering three progressive graduate programs: M.A. in Counseling Psychology, Master of Divinity, and M.A. in Theology & Culture; we are committed to training and developing therapists, pastors, artists, leaders, and activists for a world in need of complex thinkers and healers.

We are an unashamedly Christian institution which invites thoughtful dialogue and reflection through the disciplines and practice of theology, psychology and spirituality. Because we are centered in the revelatory and redemptive centrality of the person of Jesus Christ we intentionally practice discourse, collaboration, mission, and life together.

Our mission is to train people to be competent in the study of text, soul, and culture in order to serve God and neighbor through transforming relationships.

OUR CORE VALUES

FORMATION

We seek to form people through a holistic process that encompasses transformational learning methods, cross-disciplinary inquiry, personal and spiritual development, and experiential learning.

INTEGRATION

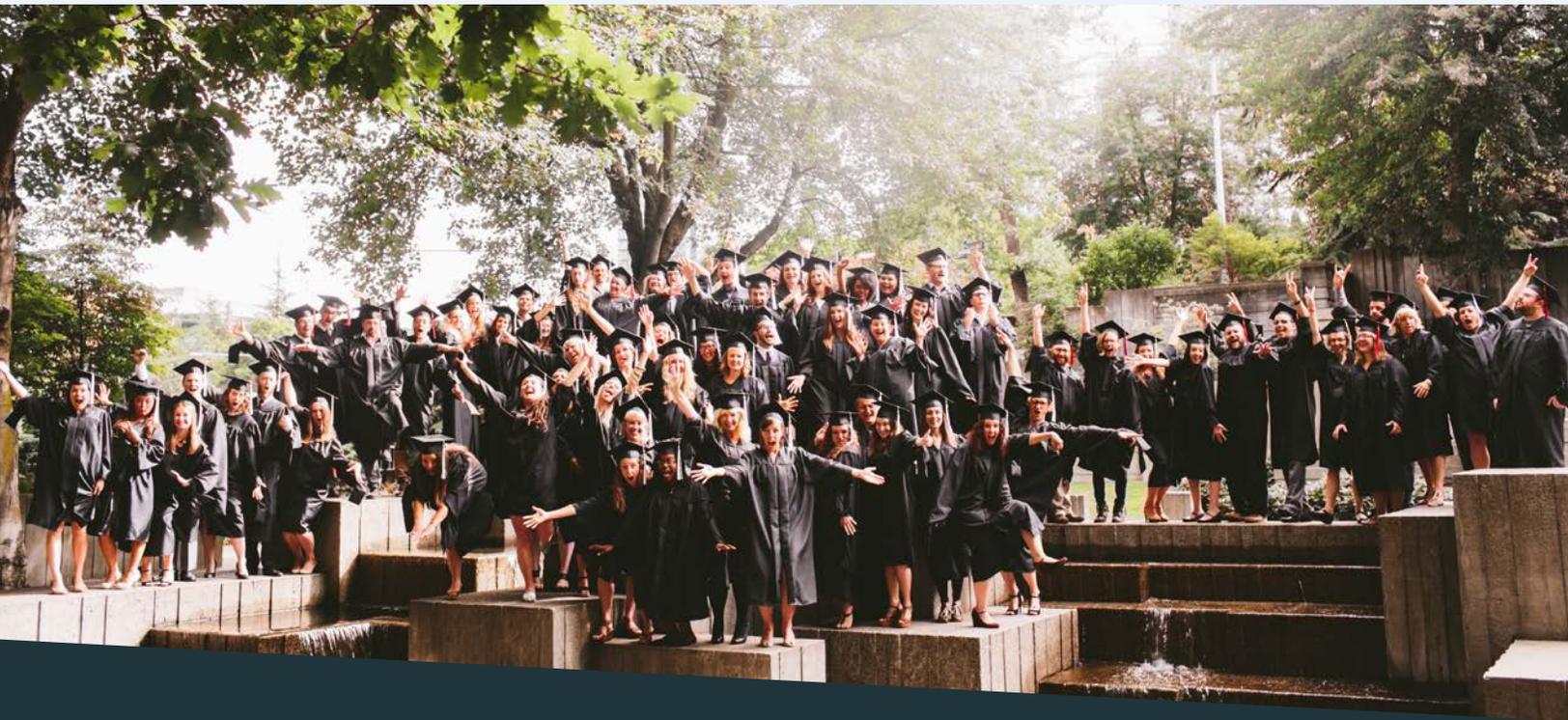
We practice the exercise of integrating theology and psychology as a means to emphasize scholarship with a goal towards effective service and practice in a complex world.

SUSTAINABILITY

We emphasize personal and relational development in preparation for service to the common good and the social and spiritual revitalization of the Christian Church.

The Seattle School of Theology & Psychology is seeking to hire a Vice President of Finance & Business Development.

We are looking for an experienced leader who feels called to serve the next generation by strengthening The Seattle School through financial leadership. The ideal candidate is an entrepreneurial financial leader who is able to develop business opportunities, provide financial leadership for a growing institution that aims to thrive within a challenging industry. The ideal candidate will full embrace the mission of The Seattle School of Theology & Psychology and the ethos of collaborative decision-making that sets higher education apart from other sectors. The candidate will thrive in a highly relational environment, possess a collaborative leadership style and have a strong commitment to living out their Christian identity.



1160

Alumni

12

Alumni
Chapters

260

Current
Students

13

Core
Faculty

20

Adjunct & Affiliate
Faculty

1.2M+

Reached through
podcasts, online
courses, and
publications

47

Administrative
Staff

150K+

Annual visits
to The Other
Journal

800

Trained through
The Allender
Center

50K+

Impacted through
conferences and
workshops



WHAT THE VICE PRESIDENT OF FINANCE & BUSINESS DEVELOPMENT DOES

A normal day might include any of the following

- Serves as the School's chief administrative, business and financial officer, as well as Corporate Secretary to the Board of Trustees, and is a member of the President's senior leadership team.
- Provides leadership and oversight for shared services including the business office, facilities management, human resources, safety, institutional services and information technology.
- Provides expert financial and business support to institutional leaders by developing, implementing, and continuously improving upon administrative services for students, faculty, and staff.
- Ensures efficient, sustainable, best practice business processes and policies with appropriate internal controls, and provides thorough training in management and throughout campus.
- Is responsible for appropriate levels of insurance, overseeing risk management and emergency preparedness, and engages legal counsel.
- Holds executive donor development goals and is responsible for P1 donor support.
- Is responsible for financial analysis and board packet preparation and presentation, and must be able to backup operational accounting as needed, including journal entries, payroll and other critical processes.
- Is responsible for staying current on tax and regulatory issues and ensuring that all federal, state and local tax returns are filed accurately and timely.
- Manages annual audit with outside CPA firm.
- Collaborates with Enrollment Management and Academic Affairs for strategic pricing of tuition and financial aid
- Balances the financial impact of capital expenditures with the current needs and benefits of information technology throughout campus, maximizing our system use for efficient, effective technology to deliver our services and products.
- Manages and reviews investments and grants in accordance with guidelines prescribed by the President and the Board of Trustees.
- Develops one- and five-year financial plans, updated annually, and supports strategic planning.
- Remains informed regarding critical issues in higher education, including funding models.
- Maintains strong banking relationships and actively manages cash, grants and investments.
- Provides informative, transparent and timely financial reports and presentations that foster community and helps the campus understand the financial position and resource priorities of the School. Able to clearly present financial data to people at all levels.
- Demonstrates and promotes high standards for quality, productivity and service, while building and fostering positive working relationships with faculty, staff, students and other constituents, and provides exceptional training and mentoring to finance team.
- Creates systems to support implementation of strategic plan.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated successful financial and administrative leadership in a Higher Education institution including the management of business and financial services, facilities management, and human resources.
- An advanced degree in business, finance, administration or related field.
- Certified Public Accountant strongly preferred; Master's Degree in Business Administration in a related field may qualify.
- Must identify within the Christian faith tradition and sign the Pillars of Faith and Practice statement.
- Minimum of ten years of progressively more responsible experience in finance and operational management, preferably in higher education.
- Proven record of exceptional data analytics, communication, organizational and interpersonal skills, including the demonstrated ability to problem solve in a collaborative style.
- Able to establish and maintain collegial, respectful, collaborative relationships with a wide range of internal and external constituents, including administrators, faculty, staff, board members and alumni.
- Experience with risk assessment and avoidance, asset protection, facilities management and construction or relocation projects, contract approval and administration, and internal controls associated with fiscal and legal compliance activities.
- Initiative, discretion, and sound judgment for innovation, decision-making, and strategic planning; able to analyze situations accurately and solve problems or take effective action as needed
- Able to lead and manage small and large teams as well as manage complex functions.
- Exceptional aptitude for financial management, accounting, auditing and analytics; understands financial complexities.
- Lead management through an efficient annual budget cycle and support leaders in effective use of forecast reporting in order to respond to unplanned operational impacts and respond with appropriate, effective decision-making.
- Demonstrated excellence in promoting a diverse workforce.
- Experience with investments, real estate, and technology preferred.

APPLICATION PROCESS

To apply please submit your resume or CV, cover letter (including salary requirements) and signed Statement of Faith to jobs@theseattleschool.edu. The posting will remain open until filled, but preference will be given to applications received by May 29, 2019.

