



**Chief Operations Officer and Vice President of  
Finance and Administration**  
Portland Campus

**Hours:** 40 hours/week (1.0 FTE)-exempt

**Accountability:** President

**Position Summary:** The Chief Operations Officer and Vice President of Finance and Administration (COO-VPFA) for Western Seminary provides system-wide executive leadership to the seminary's business and physical operations, including the business office, facilities and maintenance, human resources, campus security, and technology-enterprise applications. All aspects of the job are governed by the by-laws of the school in accordance with sound business practices for non-profit academic institutions, applicable laws, regulations, and best practices. The COO-VPFA position requires a robust range of dynamic, insightful, and complex skills across all aspects of the Business Office and Physical Plant Services. As a member of the Executive Leadership Team (ELT), the COO-VPFA works closely with the President and in harmony with ELT members to provide direction to the day-to-day operations and strategic direction of the school.

**Primary Responsibilities:**

- Oversee all aspects of the seminary's financial operations.
- Develop and utilize predictive models and financial analyses to provide insight into the school's operations.
- Ensure the efficient and effective use of all financial resources received by the seminary, including the development of annual budgets.
- Work with the President to ensure that the seminary's financial needs are accurately understood by the Board of Trustees and budget managers, and properly taken into consideration in both planning and day-to-day operations.
- In collaboration with the seminary's Chief Academic Officer, oversee the financial aspects of the seminary's various auxiliary enterprises and services, ensuring that each provides the desired services and outcomes in a cost-effective manner.
- Provide direction to and management of Human Resources, ensuring that recruitment, salaries/benefits and employee retention are optimized, and school policies and standards contained in the employee handbook are properly followed.
- Oversee the technology and enterprise application solutions for the school through the respective directors, providing executive oversight.
- Oversee the management of the seminary's physical campus including operations, repairs, and maintenance of existing buildings, along with a comprehensive plan for proper and timely repairs, as well as new capital projects, providing regular updates along with an annualized plan.
- Oversee the technology and enterprise applications through the respective directors along with a detailed strategic plan to rebuild the school's SIS and computing functions.
- Oversee all employee terminations.
- Provide oversight of legal matters and risk management.
- Serve on the President's Executive Leadership Team (ELT)
- Assist branch campus site directors as they manage their facilities, utilize internal services, etc.
- Assist the President, along with the other members of the ELT, in developing, maintaining, and implementing a strategic plan designed to optimize mission fulfillment and fiscal prudence.
- Work on other duties as assigned by the President.

**Qualifications:**

The successful candidate will have significant related leadership experience with a proven track record in a higher educational setting or similar non-profit setting. The candidate will demonstrate the ability to work in a complex financial environment with an aptitude for strategic planning and problem solving. The candidate will possess the personal acumen needed to work effectively with board members, colleagues, and the institution at large. The candidate will possess an advanced degree such as an MBA or master's degree in a related field and have substantial professional experience in organizational leadership. Those with a CPA and experience in financial leadership are encouraged to apply.

The successful candidate will have a consultative style and work collaboratively with the board, administration, and faculty in alignment with the school's system of shared governance. S/he will have an appreciation for the mission and vision of the school, a personal commitment to Jesus Christ, and be willing to support and live within the school's lifestyle construct and sign the [Statement of Faith of the World Evangelical Alliance](#) without mental reservation. All ELT members are required to reaffirm their living agreement with the school's theological and lifestyle commitments on an annual basis.

**Outcomes:**

The COO-VPFA will be evaluated by the following outcomes:

- Effective oversight of the school's business and physical operations
- Satisfactory completion of assigned goals
- Operation of an effective and efficient Business Office
- Balanced budget
- Annual audit leading to an unqualified opinion
- Development and maintenance of a beautiful campus that provides a safe and secure environment for employees and students
- Highly effective physical plant services
- Highly effective computing systems and programs
- Effective oversight and protection of the school's assets
- Effective management of the school's liabilities
- Effective communication to the President and board
- Timely updates to employees regarding policies, annual evaluations, benefits, etc.