



Vice-President (Administration and Finance) Memorial University of Newfoundland and Labrador

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

Memorial University of Newfoundland and Labrador, founded in 1925, is one of the largest postsecondary institutions in Atlantic Canada with more than 19,000 students, approximately 3,700 faculty and staff, and a global network of over 100,000 accomplished alumni. It is one of Canada's top 20 research universities with over \$162 million annually in sponsored research and a consolidated budget of over \$800 million annually. As the province's only university, it plays a unique role in the social, cultural, scientific, and economic development of Newfoundland and Labrador. Enjoying national and global impact, a commitment to diversity, Indigenous students and Peoples, as well as the international students who join its vibrant community, Memorial is home to 19 faculties and schools offering more than 100 degree-granting programs of international distinction across the humanities and social sciences, health disciplines, science, technology and engineering, fine arts, education and business. Memorial University's multi-campus system includes the St. John's Campus, Fisheries and Marine Institute, Labrador Campus, Signal Hill Campus, Grenfell Campus, and Harlow Campus, located in Essex, England.

Memorial University has seen significant growth, campus development and renewal in recent years. In 2021 the University launched its new five-year strategic plan, Transforming Our Horizons, which is a catalyst for shaping the future. As the University embarks on this plan with people and place as pillars and aspirational cultures focused on Team Memorial, Inclusion and Equity, Service, Innovation, Care and Well-Being, and Achievement, it seeks an engaging, strategic leader as its next *Vice-President (Administration and Finance)*.

Reporting to the President and Vice-Chancellor and as a key member of the senior leadership team, the Vice-President (Administration and Finance) provides strategic direction and leadership to a diverse portfolio, including Human Resources; Finance; Budgets; Technology and Information Management; Facilities; Sustainability and Climate Change, as well as institutional Health and Safety and Risk. The Vice-President is an advocate for the most effective and efficient use of fiscal and capital resources while fulfilling the University's ability to carry out its mission and strategic planning initiatives. Furthermore, they are the Chief Financial Officer for the Memorial University Pension Plan, with assets of \$2 Billion. The Vice-President is integral to the achievement of the university's mission, providing oversight to the budgeting process and ensuring responsive, efficient and accessible administrative support and services to the Memorial community. Among other priorities, they provide strategic leadership to a dedicated and diverse team including nine direct reports and over 500 individuals. The Vice-President is the university's representative on a number of multi-stakeholder committees and participates in meetings of the university's Board of Regents.

As the Vice-President, you are a trusted partner and empowering manager who is committed to equity, diversity, inclusion and Indigenization. You build and maintain mutually beneficial and trusted relationships through collaboration, consensus and collegiality and have had great success as an inspirational and transformative leader. A persuasive communicator and engaging facilitator, you bring a fresh, transparent and innovative approach to problem-solving, financing strategies, financial reporting and issues management. You are an evidence-based decision-

maker with extensive experience overseeing budgets and a broad range of administrative and financial support functions. Highly professional and respectful, with unquestioned integrity and judgment, you confidently and competently guide your diverse teams through change, while navigating the ambiguity and challenges of a dynamic academic environment. You hold a degree in Business, Economics, Engineering or a related discipline, ideally combined with a graduate degree, and 15 years progressive experience in an academic or comparable organizational environment.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes an applicant's accessibility needs into account. Every effort to accommodate candidates will be made in a way that is equitable and respectful of their additional professional, community, and personal responsibilities. If you require accommodations during the interview process, please contact Kathy Rahme at krahme@boyden.com.

For more information, please contact Kathy Rahme at krahme@boyden.com or Jenny Zhang at jzhang@boyden.com. To apply, please visit <https://boyden.thriveapp.ly/job/1314>.

The search committee will begin to consider candidates in March 2022.

All qualified candidates are encouraged to apply; however, preference will be given to applicants who are legally entitled to work in Canada. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.