



Catholic Theological Union

POSITION GUIDE

Vice President for Finance and Operations

ABOUT CATHOLIC THEOLOGICAL UNION

In 1964, Cardinal Leo Joseph Suenens of Belgium spoke at the University of Chicago and urged that seminaries of the future might be urban-based, in the context of a great academic center, and ecumenical in spirit. That speech inspired the founding of Catholic Theological Union (CTU) in 1968, when three religious orders combined their seminary resources, moved into Chicago's Hyde Park, and began a daring experiment in collaboration.

Fifty plus years later, CTU has grown to be a premier school of theology, sponsored by twenty-one religious communities, with a global reputation for academic and pastoral excellence.



The original collaboration among men's religious communities has developed into a remarkable partnership at every level of the institution among religious men, religious sisters, and lay men and women. Nearly one-third of CTU's student body is made up of international students from more than 40 countries, and CTU alumni serve in more than 60 countries around the world.

The mission of CTU has remained steadfast: to prepare religious order seminarians, religious brothers and sisters, and lay women and men to serve the Church and the world. CTU alumni serve as parish priests and staff, chaplains in hospitals and prisons, campus ministers, overseas missionaries and relief workers, leaders in Catholic social service agencies, teachers at all levels of education, and in a host of other roles of service worldwide.

Learn more about CTU at <https://ctu.edu/>

THE POSITION

The Vice President for Finance and Operations is responsible for the overall administrative management of the non-academic operations of Catholic Theological Union (CTU). The Vice President for Finance and Operations serves



under the direction of the President and works in close collaboration with the Vice President and Academic Dean and the Vice President for Development to ensure the effective administration of the institution, a graduate school of theology and ministry, in accord with its mission and strategic goals.

The Vice President is appointed by the Board of Trustees of CTU upon the recommendation of the President. The Vice President for Finance and Operations serves as the official Treasurer and Secretary of the Corporation and is an ex officio but non-voting member of the Board of Trustees Finance and Operations Committee, including the Investment Sub-Committee, and the Audit Committee. Together with the President, the Vice President and Academic Dean, and the Vice President of Development, the Vice President for Finance and Operations is an ex-official member of the Leadership Council of the school. The Vice President for Finance and Operations is also a member of the institution-wide Technology Task Force and ex-officio voting member of the Faculty Assembly of Catholic Theological Union.

The Controller, the Director of Facilities, the Human Resource and Payroll Generalist, the Director of Strategic Initiatives and Business Development, as well as the Information Technology Manager report to the Vice President for Finance and Operations who is responsible for the proper conduct of their offices in accord with the mission of the school.

RESPONSIBILITIES

As administrator of the non-academic affairs of the school, the Vice President for Finance and Operations performs all other duties designated by the President and approved by the Board of Trustees. These duties include the following:

Leadership

- Implement, along with the President and other senior administrators, the strategic goals of the institution and then mobilize individuals and teams to deliver measurable, cost-effective results toward the achievement of those goals.
- Supervise the career development, mentoring and evaluation for direct reports, to include the Controller, the Director of Facilities, the Human Resource and Payroll Generalist, as well as the Information Technology Manager.
- Review, implement and maintain an appropriate internal control environment, including creating and maintaining policies and procedures designed to adequately protect the assets of CTU.
- Provide vision and oversight of the overall technology and information systems of the school (computers, Wi-Fi, servers, Zoom classrooms, event spaces, telephones, etc.) to manage and negotiate contracts with information technology service firms, and to ensure the security and proper maintenance of the school's financial, development, and student information system databases.
- Ensure proper oversight of all personnel related activities of CTU including reviewing and revising, if needed,

MISSION

The mission of Catholic Theological Union is to prepare effective leaders for the Church, ready to witness to Christ's good news of justice, love, and peace.

VISION

Impelled by the good news of Jesus Christ, CTU, with its intercultural, ecumenical, and interfaith partners, will be a transformative force in the Church and world for affirming human dignity and the sacredness of God's creation.

CONNECT



<https://ctu.edu/>



an Employee Policy and Procedures Manual, providing appropriate orientation for new non-academic employees concerning the mission of CTU and their own responsibilities within that mission, to implement and oversee procedures for reviewing and evaluating non-academic employees.

- Communicate clearly to CTU stakeholders regarding financial reporting, plans, and initiatives.
- Guide ongoing change management process at CTU by identifying and implementing best practices for nonprofit finance and operations and advocating for the necessary resources and staffing to support a growing, independent organization.

Finance (80 – 90%)

- Oversee the preparation of the annual budget and submit the budget to the President and Board of Trustees for approval.
- Prepare long range financial plans in accord with the overall strategic plan of CTU, and to ensure the preparation of timely financial reports for management and reporting purposes.
- Prepare monthly and year-end financial reporting.
- Manage and report on endowed and restricted funds to the Board of Trustees, Board Committees and prepare reports for distribution to donors.
- Coordinate the annual audit and review of financial operations, records, and reports performed by the external auditor.
- Ensure proper control of all payrolls and payroll data and to administer the fringe benefit packages available to employees.
- Lead all financial management from a strategic and tactical standpoint; work closely with the Board and report regularly on the financial health and outlook for CTU.
- Manage risk and ensure compliance with nonprofit and donor requirements; periodically review policies, procedures, and systems to maintain compliance with global audit processes.

MAJOR OBJECTIVES

Within the first 12 to 18 months, the Vice President for Finance & Operations will achieve the following major objectives:

- Earn the trust and confidence of the President, senior leadership team, and Board of Trustees, and establish a presence as a dependable leader for the organization.
- Develop a proactive, strong financial plan for the organization in partnership with the Board, senior leadership, and other key stakeholders.
- Leverage CTU’s strategic plan in partnership with the Board and leadership to establish new, exciting sources of revenue for CTU.





Operations (10 – 20%)

- Coordinate facility improvements and the ongoing maintenance and renovation of existing facilities in accord with the school's mission and ethos.
- Drive results within the long-term financial plan in partnership with the facilities team.
- Serve as a strategic thought partner for operations staff, reviewing, strategizing, and supporting the development and prioritization of initiatives.
- Provide decision-making oversight for operations initiatives and ensure appropriate resources (staffing, other budget investments) to support activities.
- Provide oversight of existing human resources operations, including payroll and benefits administration, as well as guidance for key improvement initiatives.
- Be responsible for management of commercial leases, common area cost allocations, and managing tenant relationships.

QUALIFICATIONS

The ideal candidate will bring most of the following qualifications and skill sets:

- Passion for the mission and work of CTU.
- A minimum of 15 years of leadership-level finance and/or operations experience in a nonprofit organization, experience in Higher Education is preferred.
- A servant-leader approach that empowers staff; a willingness to step in when needed to support a team.
- Proficient with nonprofit financial operations, including but not limited to income statements, balance sheets, cash flow, forecasting, and financial analysis; experience with diverse funding streams including endowments, fee-for-service, and contributed revenue including individual, foundation, and in-kind donations.
- Advanced understanding of nonprofit operations, including human resources, IT, benefits administration, legal and risk management.
- Confidence serving as part of senior leadership team and working closely with the Board; the ability to set clear expectations for both staff and Board.
- Exceptional communication skills, able to think critically, make social decisions, and communicate high-level, complex financial information to the Board.





- Skilled at serving in both a strategic and hands-on capacity in leading financial operations, able to successfully pivot between big picture and detailed thinking.
- A visionary, strategic, and critical thinker who is highly comfortable with ambiguity; a proactive, flexible, and growth-oriented problem solver.
- A commitment to embracing diversity, working with a multicultural workforce, and cultural humility is required; prior experience in a nonprofit with both domestic and international operations is beneficial.
- A bachelor's degree in finance, accounting, business, or a related field is required; a master's degree in a related area preferred. A CPA or MBA would be an advantage.

The location for this position is Chicago, IL and this role is based on-site with limited flexibility for remote work.

COMPENSATION AND BENEFITS

The salary range for this position is \$160,000 to \$190,000, commensurate with experience. Benefits include group medical, dental, and vision plans; 403b with employer match; life and long-term disability; paid holidays; and paid time off.

APPLICATION

Catholic Theological Union has retained Campbell & Company to conduct this search. The team for this project includes Christian Canas, Vice President, and Angèle Bubna, Consultant. To be considered for this opportunity, please apply below:



CHRISTIAN CAÑAS
Vice President



ANGÈLE BUBNA
Consultant

APPLY NOW >

Use the button above or visit www.campbellcompany.com to learn more about this opportunity.

Catholic Theological Union is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, traits associated with race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Applications from members from racially and ethnically underrepresented groups are encouraged. Catholic Theological Union is committed to providing reasonable accommodations, as required by law.



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for two consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **integrity, candor, rigor, partnership, inclusion, and creativity**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

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