

POSITION ANNOUNCEMENT

DIRECTOR OF INSTITUTIONAL FINANCE AND FACILITIES

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for the position of Director of Institutional Finance and Facilities.

RESPONSIBILITIES:

- Plans, organizes, and directs the analysis of the Alabama Education Trust Fund (ETF) appropriations bill, institutional budget requests and operational budgets, state ETF revenue projections and tax collections, and various other financial matters.
- Primarily responsible for the development of the Commission's budget recommendation for higher education.
- Assists in organizing, coordinating, implementing, and directing the evaluation and review of capital projects requests and the maintenance of the higher education facilities inventory.
- Responds to external surveys related to financial and facilities matters (i.e. Southern Regional Education Board, State Higher Education Executive Officers, etc.).
- Performs liaison activities with advisory councils, government agencies, the legislature, and professional organizations as assigned by the Executive Director.
- Formulates, interprets, and communicates, orally and in writing, selected policies and positions of the Commission to individuals, media, institutions, advisory councils, government agencies, the legislature and professional organizations and civic organizations.
- Researches and compiles technical information to respond to requests.
- Designs and implements projects and studies as directed by Executive Director.
- Participates as a team member on staff projects as assigned by Executive Director.
- Composes and reviews pertinent documents for thoroughness, accuracy, and adherence to Commission statute and policy. Evaluates and modifies documents as necessary.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Minimum of a master's degree in a related field from a regionally accredited college or university. Doctorate preferred.
- Five (5) years of experience in higher education finance preferred.
- Ability to work independently, be self-directed and be solutions-oriented.
- Sound organizational and planning skills.
- Effective oral and written communication skills.
- Proficient in Microsoft Word, Power Point, and Excel.

DEADLINE FOR APPLICATIONS: Position opened until filled. Application reviews will begin on January 21, 2021.

SALARY: \$84,342 to \$134,847 dependent upon experience.

TO APPLY: Submit – (1) Cover Letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) resume and (3) an ACHE Application (found on ACHE website at ache.edu under "About Us/Employment Announcements"). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents. References may be requested of the selected finalist. Emailed applications only.

SEND TO: Tim Vick, Director of Operations at: tim.vick@ache.edu.

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER