



UNIVERSITY of DUBUQUE

Vice President for Finance and Administration Prospectus

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Vice President for Finance and Administration Search

A Message from the President

The University of Dubuque (UD) is a knowledge enterprise that embraces innovation, discovery, and hands-on learning to prepare students to meet the greatest challenges of our time. As we continue our strong trajectory of growth and transformation, we seek a Vice President for Finance and Administration who will join a mission-driven leadership team dedicated to preparing students to meet the needs of our communities on a local, regional, and national level.

Our next leader will help steward the institution's resources with integrity, strategy, and imagination – ensuring that UD's commitment to accessible, excellent education remains sustainable for generations to come.

We invite candidates who are inspired by collaboration, guided by values, and energized by the opportunity to shape a dynamic future at one of the Midwest's most distinctive universities.

– Travis Frampton, PhD
President, University of Dubuque



The Opportunity

The University of Dubuque (UD) seeks an innovative, strategic, and values-driven Vice President for Finance and Administration to lead UD's financial and operational strategy in alignment with its mission and long-term goals.

Reporting directly to the President and serving as a key member of the Cabinet, the Vice President for Finance and Administration provides executive leadership for financial planning, accounting, budgeting, investments, facilities, risk management, and administrative operations.

This is a pivotal moment in UD's history – building on more than two decades of remarkable transformation that have strengthened the University's academic programs, physical campus, and financial foundation. With an endowment exceeding \$350 million, sustained enrollment, and a culture of stewardship and innovation, UD is well positioned for continued success.

Continuing the work of his predecessors, President Frampton has already initiated significant advancements in his first year, including the process of establishing the John and Alice Butler College of Osteopathic Medicine (proposed, applicant seeking accreditation), a major expansion of the aviation program and the Edward Babka Aviation Learning Center, and the construction of the 75,000-square-foot Chlapaty Center for Innovation.



About the University

The University of Dubuque is a private, values-centered institution offering undergraduate, graduate, and theological seminary programs to students from across the nation and around the world. Rooted in its Christian heritage, UD fosters a welcoming community that values respect, purpose, and service to others.



By the Numbers

- 1,721 students (1,350 undergraduate; 371 graduate and seminary)
- Students from 39 states and 24 countries
- 99% receive financial aid
- 14:1 student-faculty ratio
- \$350 million endowment and growing
- \$400 million invested in campus facilities and renewal in the past two decades
- 25 varsity NCAA Division III teams
- Nearly 100 full-time faculty and 360 full and part-time staff

Mission and Values

The University of Dubuque's mission is to educate and form the whole person – intellectually, spiritually, and morally – for service to the Church and the world.

As a community, UD practices its Christian commitments by:

- Providing a hospitable environment that welcomes and respects all faith traditions.
- Encouraging intellectual, spiritual, and moral development.
- Pursuing excellence in scholarship and professional preparation.
- Demonstrating stewardship of all God's resources.
- Promoting lifelong learning and service.

These commitments guide every aspect of campus life and leadership, shaping a culture of integrity, compassion, and purpose.

The Position

The Vice President for Finance and Administration serves as the University's chief financial strategist and operational leader, responsible for advancing institutional priorities through prudent management, strategic foresight, and collaborative leadership.

Primary Responsibilities

- Serve as chief advisor to the President and Board of Trustees on all financial and administrative matters.
- Develop and implement multi-year financial strategies aligned with enrollment growth, endowment management, and capital planning.
- Oversee all financial operations, including accounting, budgeting, audit, investments, and treasury functions.
- Lead the University's enterprise risk management (ERM)



framework and ensure compliance with regulatory and accreditation standards.

- Provide strategic leadership for facilities, capital projects, and campus operations.
- Partner with Cabinet colleagues to advance institutional priorities and foster a culture of transparency and accountability.
- Manage key relationships with financial institutions, auditors, and investment advisors.
- Collaborate with community partners.

Areas of Oversight

The Vice President for Finance and Administration supervises a dedicated team of professionals overseeing:

Finance Department: Associate Vice President for Finance (1), Controller (1), Assistant Controller (1), Payroll (1), Student Accounts (2), Staff Accountants (2), and a Collections Manager (1);

Facilities Department: Director (1), Assistant Director (1), Office Manager (1), Maintenance (8), Custodians (20), and Groundskeepers (6);

Auxiliary Services: Print/Mail room (1) and Merchandise Manager (1); and

Technology: Director (1), Data Management (1), Media Services (1), Systems Administrator (1), and Help Desk (1).

Key Opportunities and Priorities

- Collaborative Leadership: Build strong partnerships across campus and within the Dubuque community to align financial strategy with mission.
- Strategic Stewardship: Lead long-term financial modeling and sustainability planning in an evolving higher education landscape.
- Operational Excellence: Strengthen systems, processes, and data-informed decision-making to ensure fiscal responsibility and efficiency.
- Campus Infrastructure: Oversee continued investment in UD's facilities to support academic innovation and student experience.



- Mission Integration: Model values-based leadership that reflects UD's welcoming Christian ethos and commitment to service.
- Community Partner: Build community relationships and strengthen partnerships that help establish the University as a knowledge enterprise in the Tri-State area.

Attributes and Qualifications (Required)

- Master's degree in Finance, Accounting, Business, or related field.
- At least 10 years of progressive financial leadership, preferably in higher education or non-profit settings.
- Demonstrated success managing complex budgets and implementing multi-year financial strategies.
- Strong understanding of GAAP, audits, and compliance in nonprofit and higher education environments.

Attributes and Qualifications (Preferred)

- CPA or equivalent credential.
- Experience overseeing facilities, capital projects, or auxiliary services.
- Familiarity with enterprise systems (e.g., Jenzabar or similar ERP).
- Demonstrated ability to lead teams and foster inclusive, values-based work cultures.

The University of Dubuque and Dubuque Community

The University of Dubuque's long and distinctive history began in 1852 with the vision of Dutch immigrant Rev. Adrian Van Vliet. He would eventually settle in Dubuque to prepare young pastors through what became known as the Van Vliet School, for the ministry of German-speaking populations crossing the Mississippi River to settle in Iowa and further west and northwest. Over the next 50 years, the institution underwent multiple name changes. In 1911, the school was introduced, and it was not until June 17, 1920, when a new charter was issued along with the new name of the University of Dubuque.

Guided by its Mission, today UD is moving forward in dynamic ways, with a robust endowment, sustained enrollments, a strong foundational infrastructure through consistent attention to campus-wide renovations and new construction, and a strategically balanced dynamic curriculum that informs UD's Student Success Commitment.

A distinctive campus culture committed to radical hospitality, today UD students are moving forward being shaped and led by their experiences in and out of the classroom where they are challenged to be empathetic, brave, relentless, and inspired. UD students are measured not by whom they are when they arrive on campus, but ultimately by who they become during their time at the University of Dubuque, as they move out in leadership and service in their chosen professions and their communities.

UD's 77-acre campus with ongoing projects position us to surpass \$400 million in infrastructure development by October 2027, reflecting steady growth over the last two decades. Continuing the work of his predecessors, President Frampton has already initiated significant advancements in his first year, including the process of establishing: The John and Alice Butler College of Osteopathic Medicine (proposed, applicant seeking accreditation), a major expansion of the aviation program and the Edward Babka Aviation Learning Center, and the construction of the 75,000-square-foot Chlapaty Center for Innovation.



The Dubuque Community

Located along the scenic bluffs of the Mississippi River, Dubuque, Iowa, is a vibrant, historic, and family-friendly city recognized for its quality of life, affordable cost of living, and natural beauty. With thriving businesses, healthcare, and cultural sectors, Dubuque offers an ideal environment for professionals seeking meaningful work in a welcoming Midwestern community.

Dubuque, Iowa, is thriving due to its combination of economic opportunities, quality of life, and strong community focus. The city offers a re-energized downtown, historic architecture, and recreational activities along the Mississippi River, with a workforce supported by multiple higher education institutions. Dubuque is also recognized for its progressive approach to economic development, sustainability, and community engagement.



Areas of Study

The University of Dubuque offers 31 undergraduate areas of study as well as graduate programs in Business, Communication, Physician Assistant Studies, and Theology. The most populous undergraduate programs at UD include Aviation, Natural and Applied Sciences, Business and Marketing, Education, Wellness and Exercise Science, and Sport Marketing and Management. UD will be adding an Engineering program projected to begin fall 2027.

The University of Dubuque Theological Seminary offers degree programs and certifications for several denominations including Presbyterian Church (USA), United Methodist and Global Methodist, and United Church of Christ.

An adult-accelerated degree program is also offered through our Learning Institute for Fulfillment and Engagement (LIFE) with eight undergraduate degrees and four graduate degree options. LIFE is accessible online and on the Dubuque and Cedar Rapids, Iowa, campuses. UD is also adding UD Global, an online, asynchronous, seven-week program in the summer 2026.

Notable Academic Opportunities

Wolter Woods and Prairies Environmental Stewardship and Retreat Center

Chlapaty and Butler Funded Summer Research Fellowship Opportunities

Second Century Scholarship

Babka Aviation Learning Center

Wendt Center for Character and Leadership

Accreditations

The University of Dubuque is accredited by the Higher Learning Commission. Specific programs are accredited by the State of Iowa Department of Education, the Commission on Collegiate Nursing Education, and the Aviation Accreditation Board International. Along with the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, UD holds institutional membership with the Association of Independent Liberal Arts Colleges for Teacher Education and the Iowa Association of Colleges for Teacher Education.





Applications, Nominations, and Expressions of Interest

Review of applications will begin on December 31, 2025, and continue until the position is filled.

- 1) A letter of interest addressing leadership qualifications and motivation;
- 2) A current resume or curriculum vitae;
- 3) A brief statement describing how one's values align with the mission and ethos of the University of Dubuque; and
- 4) Contact information for three professional references (references will not be contacted without prior consent).

*Materials should be submitted electronically through UD's online application at
<https://www.dbq.edu/AboutUD/Employment/>



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