



Midwestern Higher Education Compact Vice President of Finance and Administration

THE ORGANIZATION

The Midwestern Higher Education Compact (MHEC) brings together leaders from midwestern states to develop cost-savings opportunities, generate collaborative solutions to challenges and opportunities in higher education, and promote postsecondary alignment with workforce needs.

MHEC's contracts, programs, initiatives, and research save institutions and states millions of dollars annually, address issues that require interstate cooperation, and advance student success, postsecondary access and affordability, and workforce readiness.

One of four regional higher education compacts in the U.S., MHEC was authorized through legislation in 1991. Its contracts, research, programs, initiatives, and convenings are available to all public and private nonprofit institutions of higher education in the Midwest.

THE OPPORTUNITY

Higher education systems and institutions are dealing with constant shifts in how they approach their work, those they serve, and how they support workforce needs in their states and regions. By working directly with states and their leaders and stakeholders, MHEC has a unique opportunity to help them advance innovation, develop collaborative solutions to regional problems, and to drive cost savings and business solutions. The Vice President of Finance and Administration will have a key role in helping MHEC best serve its member states and institutions.

ROLE DESCRIPTION

The Vice President of Finance and Administration at MHEC is responsible for the strategic oversight and execution of the organization's financial, administration and operations including human resources. This leadership role ensures accuracy, compliance, and efficiency in budgeting, reporting, audit preparation, and financial planning. The Director provides leadership in the management of accounting and data systems and vendor relations, while also streamlining internal processes and collaborating with external consultants. This position requires both a strategic and hands-on approach, strong attention to detail, and the ability to focus on high-level financial functions amidst competing priorities.

1. Provide leadership, vision, and a framework to develop, revise, improve, and implement strategic goals in line with MHEC's priorities.

Finance and Accounting Functions

- Lead the annual budgeting process, ensuring alignment with organizational strategic priorities.
- Review, oversee and improve investment, travel, accounting, and payroll policies.
- Collaborate with leadership and financial consultants to develop long-term financial strategies.

- Conduct monthly, quarterly, and annual financial reviews including balance sheet and P&L analysis.
- Lead audit preparation, Form 990 filing, and 1099 processes.
- Manage cash flow projections and cost-savings initiatives.
- Work closely with the board treasurer and staff Finance and Audit Committee meetings.

Human Resources Administration

- Serve as point person for staff as well as liaison to outside human resource consultants; identify human resource related issues that may require outside consultant support or legal assistance.
- Interpret, explain and implement human resources policies, procedures, laws, standards, or regulations.
- Manage payroll and employee benefits including tracking vacation and PTO, generating benefit summaries on a fiscal year basis; work with benefit brokers and vendors as needed.
- Design and implement uniform policies on employee onboarding and professional development.

Operations

- Oversee and work with staff responsible for planning and management of MHEC events.
- Responsible for leading with staff, effective operation of MHEC's data management enterprise.
- Manage day to day office operations and administration as well as a team that supports this work.

- 2. Support employees by providing key information, elevating competencies through training and mentorship, and holding employees and teams accountable to established strategic performance benchmarks.**
- 3. Work with peers to constantly evaluate and enact, how best to drive continuous improvement for the stakeholders and systems served by MHEC.**

THE IDEAL CANDIDATE

Driven Leader. MHEC's next VP is a leader who leads and expects their team to be excellent in their area of specialty. They will take full responsibility for their actions and expect their team to do the same. Moreover, while an intelligent and an astute learner, they welcome reliance on the expertise around them and desire to listen to the input and advice of their internal and external stakeholders. They will bring a track record of high standards, accountability, and unimpeachable integrity.

Excellent Communicator. In addition to being an excellent communicator, MHEC's next VP will foster a culture of clear, responsive communication with the organization's internal and external stakeholders.

Stakeholder-Focused. The MHEC team has a deep passion for what they do and a natural commitment to their stakeholders, helping solve their problems and ensuring their success. The VP must live, promote, and develop this customer-first service approach and culture.

Great Manager. The VP will have a proven ability managing and building complex organizational dynamics and systems. In addition, they will have demonstrated success managing through change,

developing talent and instilling a positive employee-centered culture. They are a proven developer of people and organizations. Their team, internal and external, wants to work with them and produce stellar products and solutions.

Creative and Innovative Perspective. As the needs of MHEC's members evolve, the organization's VP will nurture creativity and innovation.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance, business administration, or related field such as law or human resources, or equivalent experience. Masters in a finance, business, law or related field preferred.
- Deep understanding of nonprofit and/or state government accounting standards and compliance requirements, including a minimum of 7–10 years of experience in financial related operations.
- Strong financial planning, budgeting, and forecasting skills.
- Experience preparing materials for external audit and board presentations.
- Proficiency in accounting systems (e.g., QuickBooks Online, Bill.com) and familiarity with Divvy, TIAA, and Paylocity.
- Excellent organizational skills with the ability to multitask, managing multiple priorities and shifting responsibilities.
- Clear communicator with the ability to explain complex financial matters to a wide range of non-financial stakeholders.
- Comfortable navigating ambiguity and working through evolving organizational processes.
- Ability to work independently while collaborating across teams and with consultants.
- Ability to assess situations involving human resources and personnel, identify key issues, and proactively involve appropriate personnel and resources needed to address those issues.
- Willingness to travel an average of four times annually.

COMPENSATION AND BENEFITS

The targeted compensation range for this role is \$140,000- 160,000. MHEC offers a competitive benefits package including health, dental, and vision insurance, retirement plan contributions, short-term, long-term, and life insurance, and vacation and paid time off.

HOW TO APPLY

MHEC has retained Orion Search Group to assist in the hiring process. For more information about the opportunity, please contact Joel Bergstrom with Orion Search Group at (952) 345-1006 or joelb@orionsearchgroup.com.