



VICE PRESIDENT OF
ADMINISTRATION AND
CHIEF FINANCIAL OFFICER
SEARCH PROFILE

Vice President of Administration and Chief Financial Officer

CHANGING LIVES
AND BUILDING
COMMUNITY

Hillsborough College (HC) President Dr. Ken Atwater and the Search Committee welcome applications and nominations for our Vice President of Administration and Chief Financial Officer position. This key role on the HC leadership team brings opportunities to build upon a strong foundation and lead the College to the next level of success in serving our students and our community.

Our next Vice President of Administration and Chief Financial Officer will manage, District-wide for all locations, the areas of finance, facilities, purchasing/contracting, public safety and auxiliary services, including: bookstores, food services, student housing, risk management, card services, document storage & retention, and duplications/mail services.

OUR COLLEGE

HC has educated students in the Tampa Bay region for more than 50 years and makes a tremendous impact on the local economy. Founded in 1968 as part of the 28-member Florida College System, HC is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Our more than 46,000 students each year pursue 200+ areas of study with the support of more than 2,200 dedicated faculty and staff members.

5 CAMPUSES

Each of our five campuses and three centers offers a unique identity reflective of the communities we serve. Our students enjoy engaging academic and campus life that fosters a well-rounded college experience.

HC is the primary feeder for recent graduates of the School District of Hillsborough County, the seventh largest school district in the nation. We are the largest state college feeder to the University of South Florida. HC also has a longstanding tradition of meeting workforce needs through our degree and certificate programs. Our Institute for Corporate and Continuing Education provides customized training for individuals and businesses.

46,000+ STUDENTS

In fall 2022, HC began offering its first four-year degree program, a Bachelor of Science in Nursing, to meet the growing need for nurses in the state of Florida.

Under Dr. Atwater's leadership, HC has become one of the top community colleges in the nation and is poised to make an even greater difference in the lives of individuals and families in the future.

200+ AREAS OF STUDY

OUR NEXT CFO

Our Vice President of Administration and Chief Financial Officer must be collaborative, approachable and visionary, taking the time to get to know the individuals who comprise our distinctive community. An ideal candidate should have a proven record in achieving goals in an educational setting, leading a diverse team, managing growth and new technology, focusing on student success, and creating a dynamic vision for the future.



Mission, Vision and Values

THE HEART OF HIGHER EDUCATION



MISSION

To transform lives by providing open access to an exceptional teaching and learning environment that inspires students to contribute to the local community and global society.

VISION

To promote a thriving community in which students achieve their full potential by providing access to an affordable, innovative, high quality and lifelong education.

VALUES

As one college, we dedicate ourselves to:

STUDENT SUCCESS

Helping our students achieve their full potential by providing exceptional teaching and support services.

SUSTAINABILITY

Embracing our role as a responsible steward of the social, environmental and economic resources that have been entrusted to us.

SERVICE

Supporting the economic and cultural vitality of Tampa Bay through dynamic programming and partnership.

INTEGRITY

Operating with transparency, accountability and the highest level of professionalism.

INCLUSION

Building a diverse environment where all backgrounds, beliefs and experiences are welcomed.

INNOVATION

Fostering a culture that welcomes the exploration of new ideas and creative endeavors.

HC Points of Pride

SERVING OUR COMMUNITY SINCE 1968

For more than 50 years, HC has served the Tampa Bay community through our educational programs and services. Under the leadership of our President Dr. Ken Atwater, HC continues to grow and thrive in one of the largest counties in Florida. Here are some highlights.



LEADING & SUCCEEDING

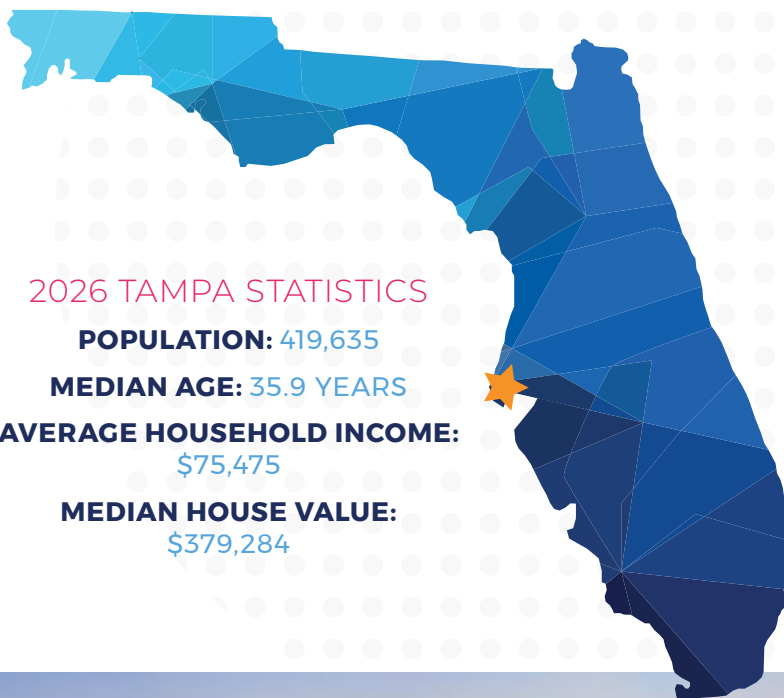
- Each year more than **46,000 students** pursue their educational goals at HC.
- **Small** class sizes, **affordable** tuition and guaranteed **transferability** to other state colleges and universities make HC an ideal choice for students.
- Our **five** distinct campuses and **three** centers create a vibrant, diverse college experience.
- Campus life includes **more than 80** clubs, organizations and groups.
- Our **competitive and nationally recognized** athletic teams include men's and women's basketball, men's baseball, and women's volleyball, softball and tennis.
- HC offers **flexible course options**, from online and hybrid learning to traditional classrooms and hands-on experience.
- HC students who complete apprenticeship programs have a **100% placement rate**.
- **Approximately 94%** of HC full-time faculty members hold advanced degrees.
- **More than 84%** of our graduates remain in Hillsborough County.
- **1 out of 43 jobs** in Hillsborough County is filled by an HC alumnus.
- **Thousands** of HC students volunteer their time and talents outside the classroom to serve the community. Their volunteer hours have an estimated value of \$24.69/hour.

INVESTING & GROWING

- As our region's leader in training a skilled workforce, HC fuels the economic and social viability of our community by generating a **\$1.3 billion annual economic impact**.
- HC represents a **17.9% return on investment** to taxpayers.
- The present value of higher earnings and social savings in Florida by HC students is **\$112.5 million**.
- HC advisory boards, comprised of local employers, partner with us to develop programs that meet labor market needs—empowering our students with marketable skills and **direct avenues to job placement**.
- For every \$1.00 students invest in HC, they receive **\$4.80 in higher future earnings** over the course of their careers.
- Our current students will receive a present **value of \$1.2 billion** in increased earnings over their careers, representing an annual **rate of return of 18.7 percent**.
- **As one of the top 20 employers** in Hillsborough County, HC includes more than **2,200** full-time and part-time faculty and staff members with a payroll of **\$75.2 million**.

As we begin our sixth decade of life-changing work, HC proudly fosters academic excellence, inclusivity and opportunity, innovation and creativity, and the exploration of new ideas, while placing great value on each student's unique learning experience.

ABOUT TAMPA The Tampa Bay area includes the best of both worlds—a thriving business climate with big-city amenities including the arts, entertainment and health care, coupled with a close-knit feel in welcoming urban and suburban communities. It's a region with a high quality of life and year-round beautiful weather that beckons outdoor activities. From beach visits and water sports to hiking and biking, there are endless possibilities. Birthplace of the Cuban sandwich and the Gasparilla Pirate Festival, Tampa offers a rich tapestry of culture and history with influences evident in cuisine, entertainment and community life.



DOWNTOWN TAMPA is undergoing a rebirth, including a beautiful new Tampa Riverwalk along the waterfront with access to a host of restaurants, bars, museums, parks, venues, hotels, offices and residences. It's an idyllic place to live, work and play.

SOUTH TAMPA is a peninsula of older neighborhoods surrounded by water that merge the historic and the modern. MacDill Air Force Base, where HC has an educational center, operates at the southernmost tip.

DAVIS ISLANDS and **HARBOUR ISLAND** bring higher-end homes adjacent to downtown. Also close to downtown, **WEST TAMPA**, **TAMPA HEIGHTS** and **SEMINOLE HEIGHTS** feature historic homes, hip vibes and creative foodie options.

SOUTHSHORE is positioned in the southern part of the county, where Tampa Bay meets the Gulf of Mexico. The HC SouthShore Campus helps fulfill this growing area's higher education needs.

Located to the east of downtown Tampa, **BRANDON**, **RIVERVIEW** and **VALRICO** include a variety of neighborhoods—some with river access—and an authentically Floridian feel. The HC Brandon Campus serves this area.

PLANT CITY—at the easternmost part of the county—is the Winter Strawberry Capital of the World and hosts an annual Strawberry Festival. Its small-town flavor brings a relaxed, historic charm. The HC Plant City Campus delivers convenient higher education here.

The northern part of the county offers a variety of growing neighborhoods such as **NEW TAMPA**, **TEMPLE TERRACE**, **WESLEY CHAPEL**, **WESTCHASE** and **LUTZ**. North of downtown also features popular attractions such as Busch Gardens, Adventure Island and Lowry Park Zoo.

QUALIFICATIONS AND RESPONSIBILITIES



REQUIRED QUALIFICATIONS

The position requires at least a Master's Degree in Business, Finance, Public or Education Administration or a closely related field and at least ten years of prior-related work experience.

POSITION DESCRIPTION

This position will perform a vital strategic role in Hillsborough College's growth by advising the College President and collaborating with the senior leadership team regarding financial management, budget planning/administration, trends and developments. We are looking for a dynamic, accomplished individual who has the vision to build upon our successes and play a key role in taking HC to the next level.

BENEFITS

HC benefits include paid vacation and sick leave; health, dental, and life insurance; Florida Retirement System pension and investment plan options; and others. Learn more at www.mybenefits.myflorida.com.

SALARY RANGE

\$147,518.15 - \$234,293.52

Hillsborough College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, sex, gender, religion, ethnicity, national origin, age, disability, sexual orientation (including gender identity), marital status, genetic information, protected veteran's status, pregnancy or affiliations. In addition, the College does not discriminate in employment practices or in the admission and treatment of students. HC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current and future students and employees. The College provides equal educational opportunities for eligible individuals with disabilities and complies with, and fully supports, the Americans with Disabilities Act.

Application Process

Deadline for best consideration is **September 11, 2026**. Dr. Atwater expects to hire a new Vice President of Administration and Chief Financial Officer by January 2027.

To apply, please scan the QR code or visit <https://bit.ly/4vdokQx>.

Applicants should submit the following in support of their application:

- Letter of interest stating how the candidate's experiences and qualifications connect with the characteristics and priorities expressed in the position profile.
- Résumé or curriculum vitae.
- Five professional references with emails, telephone numbers and a description of the candidate's professional relationship with each reference listed (references will not be contacted without prior written authorization from the applicant).



Additional Questions?

Please email HillsboroughCFO@agbsearch.com or contact Margaret Plympton at margaret.plympton@agbsearch.com or 484.554.4542.

KEY RESPONSIBILITIES

- Manages all financial operations (@ 50 FTE) including the annual State and Federal audits, preparation of monthly and annual financial statements and presentation of same monthly reports to the Board, collection of student accounts, processing and payment of all District invoices, processing and payment of District-wide payroll, and bursar operations at all the campuses. Ensure that no deadlines are missed to avoid substantial state and federal penalties. Ensure the integrity of all finance functions as chief custodian of all financial records for compliance with all State and Federal laws, rules and regulations with regards to the financial operations of the District. Ensure the solvency of the District. Manage @\$70 million in cash and investment. Determine best options for and manage the borrowing of funds for District operations and/or construction projects. Manage, direct, and deliver the @\$180 million annual budget within the expectations of the Board of Trustees and the State Department of Education. (20%)
- Manage the District Central Facilities Department (@6 FTE) for the design, construction and renovation at all District locations to ensure that projects are completed on or ahead of time and on or under budget. Projects range from \$500K to \$25 million. Manage, through the District Central Facilities staff, @50 FTE campus facilities staff and @ 125 contracted FTE to ensure the proper maintenance, repair and improvement of facilities and grounds at all locations. (20%)
- Manage District Public Safety & Emergency Management (@45 FTE plus @35 contracted staff) to insure the safety of all students, staff, faculty and visitors at all District locations. Ensure that staff are in compliance with all State and Federal requirements, as well as District policies and procedures. Focus on creation of a safe place to learn and work. (10%)
- Manage District Auxiliary Services operations (@25 FTE) in a wide variety of operational support areas including five campus bookstores, three campus food service operations, three District printing centers, District identification card services (for all students, staff and faculty), District document storage and retention, District Risk Management operations and District receiving/warehouse/delivery services. Ensure that services are available at a reasonable price with quality, customer-focused service. Ensure that all operations provide a safe working environment for students, staff, faculty and visitors on a timely and responsive basis. (10%)
- Respond to areas of concern from the State auditors as a result of their annual financial audits or semi-annual operational audits. Ensure that the District fraud hotline is monitored and that any reports are responded to and resolved in a timely manner. (5%)
- Advise the District president and senior leadership team regarding financial issues, budget planning/administration, compliance and non-compliance, and strategic planning for future operations. (10%)
- Attend state-wide quarterly Council of Business Affairs meetings to interact with other CFO's at the 28 State of Florida colleges. Attend national meetings @ 3-4X per year to stay current on best practices in areas of responsibility and bring back ideas for improvement. Frequently deliver presentations at same. (5%)
- Serve as the President's representative to the HC Foundation including serving on the Finance Committee and Executive Committee. Ensure that the Foundation is aware of the District President's concerns, direction and policies. Ensure that the District President is informed of activities and concerns of the Foundation. Work to ensure smooth relations between the District and the Foundation. (5%)
- Represent the division and the District at external local and state events, sometimes representing the President in their absence. (5%)