



June, 2009

## EXECUTIVE SEARCH PROFILE

### Senior Vice President, Programs & Research



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#### THE OPPORTUNITY

The Senior Vice President for Programs and Research will provide vision and leadership for the Department of Programs and Research; direct the implementation of AGB's strategic plan in areas of research and member services; help to develop programs that expand opportunities for non-dues revenues; and serve as a member of the association's management team.

#### BACKGROUND

The Association of Governing Boards of Universities and Colleges (AGB), located in Washington, D.C., is the only national association that serves the interests and needs of academic governing boards, boards of institutionally-related foundations, campus CEO's and other senior-level campus administrators on issues related to higher education governance and leadership.

AGB advances the practice of citizen trusteeship and helps ensure the quality and success of our nation's colleges and universities. To do so, AGB delivers programs and services that: strengthen partnerships between presidents and governing boards; define and clarify the responsibilities of governing board members; provide guidance to trustees, board leaders, and campus leaders in their governance-related roles; encourage a level of professionalism for trusteeship, a voluntary function; monitor issues that affect higher education and governance and provide guidance for boards and campus leaders; and foster cooperation among higher education's stakeholders.

AGB serves more than 1,200 member boards and 34,000 individuals. Its membership is the lifeblood of the organization, and AGB is focused on serving that membership (resulting in an average retention rate of 97 percent over the last five years) as well as adding new member boards. With an annual budget of over \$7 million and a staff of 34 people, AGB relies on a strong sense of teamwork and camaraderie. The ability to work together with individuals and groups at all levels of the organization is essential to AGB's success and high level of service to its membership.



## **Mission**

*The Association of Governing Boards of Universities and Colleges strengthens and protects this country's unique form of institutional governance through its research, services and advocacy. AGB is committed to citizen trusteeship of American higher education.*

## **THE POSITION**

The Senior Vice President for Programs and Research is a member of AGB's senior management team and reports directly to the Executive Vice President and President. A total of six individuals report directly to the Senior Vice President, including the Director of Independent Sector Programs, the Director of Board Education and Consulting Services, the Director of the Zwingle Resource Center, the Director of Foundation Programs, the Director of Research, and the Director of Conferences and Meetings. Other staff may be assigned. As a corporate officer, the senior vice president represents the president, the executive vice president, and the association as requested.

## **RESPONSIBILITIES**

### ***Responsibilities of the Senior Vice President for Programs and Research include:***

- Serve as a member of AGB's leadership team and as such participate in setting the strategic direction of the association;
- Create and implement the research agenda for the association, including:
  - Participation in securing the necessary funding for research projects;
  - Recruiting and contracting with appropriate researchers and authors to conduct research and prepare papers, books, reports, and other materials for AGB;
  - Managing, overseeing, and/or serving a principal investigator for funded research projects; and
  - Preparing reports to funding sources
- Oversee the development and implementation of departmental plans, staffing arrangements, and budgets;
- Oversee all regular and special AGB seminars, workshops, and conferences; plan and/or oversee the development of new programs and services;
- Participate in securing funding for research initiatives, programs and educational projects;
- Oversee the development and delivery of all board education and consulting programs;
- Oversee the management of AGB's Benchmarking Service;



## **RESPONSIBILITIES** *(continued)*

- Staff the Committee on Member Services of AGB's Board of Directors and other committees as assigned;
- Attend meetings of AGB's Board of Directors; prepare quarterly reports on departmental activities for the Board;
- Serve as a faculty member/facilitator for selected AGB programs;
- Represent the association to external organizations; and
- Other responsibilities and tasks as assigned.

## **QUALIFICATIONS**

### ***Qualifications for the next Senior Vice President for Programs and Research include:***

- A minimum of ten years of experience with progressive responsibility in higher education at an association or on a campus;
- An advanced degree (doctorate preferred);
- A record of success in building effective teams and managing people, programs, and budgets;
- Research skills demonstrated through a record of publications and/or formal presentations;
- A record of successful fundraising, including experience in writing successful grant proposals;
- The ability and desire to work in a fast-paced, team-oriented, hands-on environment; work effectively under pressure; and meet deadlines;
- The ability to organize and prioritize multiple tasks with attention to detail; and maintain a flexible approach to changing priorities and methods;
- Excellent interpersonal and communications skills, including clear and effective oral and written communications; good listening skills; and a sense of humor; and
- Availability for travel.



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## **APPLICATION PROCEDURES**

Review of applications begins immediately and will continue until the position is filled. To be considered, candidates should submit via e-mail: 1) a cover letter that addresses your interest in the position; and 2) a current résumé or curriculum vitae. No references are necessary at this time. Please send, as Microsoft Word or Adobe Acrobat attachments, to: **agbsvp@rhperry.net**.

### **For further information contact:**

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## **POLICY**

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent.

**www.agb.org**