



## MARTIN UNIVERSITY PRESIDENT

### POSITION DESCRIPTION

#### THE POSITION

**Title:** President

**Salary:** Competitive

**Duties:** The President, as the chief executive officer of the University, reports to the Martin University Board of Trustees. The President has broad delegated responsibility for all operations of the institution, including overall leadership and articulation of the mission and goals of the University to both internal and external constituencies. Additionally, the President will provide leadership to the University's fund and friend raising campaigns, cultivate strategic relationships with academic, business, political and other relevant constituencies, oversee the continuous development and implementation of the strategic plan and drive measurable success in achieving the University's top strategic priorities for 2012-2014:

- Increasing enrollment
- Maintaining academic excellence
- Attaining financial sustainability
- Increasing graduation rates
- Developing future leaders

#### THE ORGANIZATION

**Institutional Profile:** Martin University was founded in 1977 by Rev. Fr. Boniface Hardin, O.S.B. and Sister Jane Schilling. Originally called Martin Center College the name was changed to Martin University. The University was named after Dr. Martin Luther King, Jr, and St. Martin de Porres. Martin University will be marking its 35<sup>th</sup> year of existence in 2012. Martin University is a private, not-for-profit, liberal arts institution that provides excellence in educating and developing all students with expertise in serving and empowering low income minority and adult learners in a healthy and collegiate environment. Martin prides itself on being unique, future-oriented and student-centered and offers both theoretical and experiential learning experiences which allow students to fully immerse themselves in their chosen fields before entering the workplace.

Martin University offers 14 undergraduate degrees and two master's degrees in an array of disciplines including the liberal arts, accounting, addiction

counseling, business, early childhood education, sociology, religious studies, psychology, chemistry, biology, environmental science, justice studies, urban ministries and community psychology. Martin University is comprised of the Schools of Mathematics and Sciences, Liberal Arts, Justice Studies and the College of Business and Social Sciences. In addition, all courses and degree plans at Martin University are designed with student development in mind, and are subject to ongoing assessment to ensure that they continue to meet the rapidly changing needs of a global society.

The Globalization Program at Martin University is based upon a belief that people who have engaged in study abroad experiences are better educated, more mature, more culturally diverse, and better prepared for careers in a 21st century global economy. There is a gap and need for minority students to be involved in international studies. To address this need, Martin University has conducted globalization studies in Belize and the United Kingdom. Students are exposed to history, geography, culture, and observe research, cutting edge aerospace science and technology. Upon completion of study abroad experiences, students conduct a seminar open to Martin University faculty, staff, and students as well as community members on what they learned.

As Martin University continues to evolve, the institution is continuing to improve upon its mission as a *Communiversity*. The University provides community-based, research-related and service-oriented opportunities for its students and faculty to engage in activities that benefit, strengthen and enhance its community, state, nation, and the world. Martin offers a values-based education in which values are taught and practiced so that there is a holistic preparation of future leaders who will have a high sense of ethics, integrity, and understanding of servant leadership.

***Institutional Type  
and Affiliations:***

Carnegie Classification: Baccalaureate Colleges – Arts & Sciences (Bac/A&S)  
Predominantly Black Institution (PBI); National Association of Independent Colleges and Universities (NAICU); the National Association for Equal Opportunity in Higher Education (NAFEO)

***Location:***

Martin University is located in Indianapolis, Indiana minutes from downtown on the near east side of the city. The learning experiences for Martin students are not limited to the campus. All of Indianapolis is their classroom, offering many opportunities to supplement campus experiences with cultural, social and recreational activities through its *Communiversity* mission of partnerships and with local civic and neighborhood associations.

Indianapolis is also a great place to live and work. *Sports Illustrated's* Peter King calls Indianapolis “the most walkable downtown in America.” Indy's

walkable/joggable/bike-able Cultural Trail was deemed “an astonishing and amazing vision” by the Project for Public Spaces in New York's Andy Wiley-Schwartz. Indianapolis is a family oriented city, If the weather's fair, they can walk a block or two to rent bikes, paddleboats, or Segway personal vehicles on the Central Canal, right in the middle of White River State Park—where they can also stroll in and around two wonderful museums and across a grassy bridge over the river to the Indianapolis Zoo (one of *Trip Advisor's* Top Ten in America). *Child Magazine* declared the Children's Museum one of the “Best in the Nation.” Also Conner Prairie on Indy's northside makes Frommer's list of “Places To Take Your Kids Before They Grow Up.” Indianapolis also comes alive after dark—especially in the blocks surrounding the Indiana Convention Center. Over 200 restaurants and clubs, live music and shows, and a four-story shopping mall are all right there, in the heart of everything, when you're ready to relax or have some fun. Indianapolis is a natural destination for people who love sports—any or all sports. Tour the homes of the Colts, the Pacers and Indiana Fever, or catch a game at Victory Field, which Sports Illustrated called “the Best Minor League Ballpark in America.” Of course this is also the home of the famous Indianapolis Motor Speedway.

***Budget:*** The current operating budget is approximately \$10 million.

***Enrollment:*** The Fall 2011 enrollment is 978 students. Of these students, 92% are undergraduate adult learners, 71% of the students are female, and the average age of the student body is 35.

***Employees:*** Martin University has 99 full and part time employees of which 32 are faculty.

***Accreditation:*** Martin University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In 2010 Martin University completed its Focused Accreditation Site Visit and the next comprehensive evaluation is scheduled for 2013-2014.

## THE PERSON

***Qualifications:*** He/She will demonstrate progressively responsible administrative/managerial experience in higher education; have a proven track record of professional accomplishments and characteristics that exemplify his/her ability to be a dynamic and visionary leader. The ideal candidate will demonstrate a comprehensive understanding of strategic and long-range planning; show evidence of successful resource development, fundraising, and budget management; as well as an ability to identify, hire and develop senior leaders and hold them accountable. It is preferred the successful candidate have academic credentials sufficient to engender respect from the academy and the community at large.

The ideal candidate should demonstrate an ability to promote the University's identity and mission. He/She must demonstrate sensitivity to collaborative governance that is responsive to trustees, faculty, staff, and students.

***Knowledge & Characteristics:***

The President will demonstrate commitment to advancing Martin's mission and preserving its unique culture. He/she will build on the University's successes of the past, seize present and create future opportunities, and champion partnerships that will promote the University's identity, vision, mission and strategic goals. The desired knowledge and characteristics of an effective Chief Executive Officer include:

- Experience in a liberal arts environment that provides excellence in educating and developing all students with expertise in serving underrepresented groups, including adult learners in a healthy and collegiate environment;
- Strong communication and motivational skills to articulate and promote an empowering vision and compelling mission to internal and external constituencies;
- Demonstrated success as an active friend-raiser and fundraiser with enthusiasm for external relations;
- Ability to generate resources for Martin University through the establishment and development individual donors, and advocacy of strategic partnerships with other organizations, including the corporate community, educational partners, foundations, community groups, and governmental organizations;
- Reaching outside the University to build strategic partnerships aligned with shared goals;
- Demonstrated success in administration, financial management, and budget planning;
- Keen appreciation of academic values and interests;
- Commitment to the concept and practice of servant leadership;
- Ability to facilitate internal administrative operations and best practices that are responsive to student needs and provide optimum support to faculty and academic excellence at the University;
- Create and sustain a culture of transparency, accountability, and shared governance;
- Expertise to promote the assessment, creation/development, strengthening and maintenance of academic programs that drive results aligned with the University's strategic goals;
- Knowledge of recruitment, retention, and graduation issues facing urban institutions, specifically a PBI/HBCU; commitment to increase rates of student retention and graduation at the University and support campus initiatives to this end;

- Comfortable using various traditional and non-traditional communication media;
- Experience in regional and specialized accreditation;
- Champion a working and learning environment that reflects strong positive values, diversity and integrity; and
- A track record of success in university faculty and administrative positions, with PBI/HBCU experience is a plus, but not required.

Additionally, the President should possess the following characteristics:

- Strategic thinking and planning;
- High organization skills;
- Political savvy,
- Diplomacy,
- High energy;
- Creativity;
- Analytical and pragmatic thinking with the ability to translate principles and ideas into action and programs; and
- Flexible and approachable with the ability to inspire trust and develop positive relationships.

## HOW TO APPLY

The President Search Committee will accept confidential applications and nominations until the position is filled. Screening of candidates will begin immediately. For best consideration applications and nominations should be received by November 11, 2011. An application should include a letter describing relevant experiences and interest in the position, curriculum vitae, and the names of three references with titles, addresses, business and home telephone numbers, and e-mail addresses. Submission of materials as an MS Word attachment is strongly encouraged. Greenwood/Asher & Associates, Inc. an executive search firm is assisting the University in the search. Confidential inquiries, nominations, and application materials should be directed to:

Greenwood/Asher & Associates, Inc.

Jan Greenwood or Betty Asher

42 Business Center Drive, Suite 206

Miramar Beach, FL 32550

Phone: 850 650-2277

Fax: 850 650-2272

Email: [jangreenwood@greenwoodsearch.com](mailto:jangreenwood@greenwoodsearch.com)

[bettyasher@greenwoodsearch.com](mailto:bettyasher@greenwoodsearch.com)

