



**Associate Vice Chancellor for Facilities Planning and Management
February 2017**

The University of Wisconsin-Madison invites nominations and applications for the position of Associate Vice Chancellor for Facilities Planning and Management. The Associate Vice Chancellor for Facilities Planning & Management at the University of Wisconsin-Madison provides leadership and oversight for meeting the physical facilities needs for a premier Big 10 university.

Founded in 1848, the University of Wisconsin-Madison is the flagship university of the University of Wisconsin System. It has a national and international reputation for educational excellence and cutting-edge research and is consistently among the most prolific research universities in the world. UW-Madison enrolls 43,000 students and has more than 20,000 employees, including about 2,200 faculty and 12,500 staff plus 12,000 student assistants/employees. We value our reputation for academic excellence and educational innovation, and have made a strong commitment to progress in areas of diversity and inclusion.

UW-Madison is a world-class land-grant public university and has an annual budget of about \$2.9 billion. The main campus area consists of more than 900 acres. An arboretum, farms and stations, and off-campus properties bring the university's total acreage to 9,566 acres. Facilities include 420 buildings with approximately 25 million gross square feet of space. Facilities Planning and Management has a total budget of \$234 million, which includes an operating budget of \$63 million, \$102 million in utilities, and \$69 million in revenue producing activities. The capital budget for major facilities projects since 1995 totals approximately \$3 billion. Currently, capital projects estimated at \$500 million are in various phases of planning, design and construction. Additional projects totaling more than \$400 million have been identified for the 2017-23 period. The 2015-17 state budget granted the university additional autonomy and flexibilities for managing gift and grant-funded capital projects. UW-Madison currently has 25 such projects in the planning, design and construction phases. The Division of Facilities Planning & Management also oversees development and implementation of the comprehensive 20-year Campus Master Plan. An update of the plan will be completed in 2017. Facilities Planning & Management has 1,100 full-time equivalent (FTE) employees. The Associate Vice Chancellor reports to the Vice Chancellor for Finance and Administration

More comprehensive information about the university can be found on the following website:

<http://www.wisc.edu>

Degree and area of specialization: Bachelor's degree (master's degree preferred).

Qualifications Sought:

- A minimum of 10 years of progressively responsible administrative experience in a large, complex organization is required.
- Strong demonstrated capabilities in planning, budgeting, financing and management in the physical facilities area.
- A creative thinker and innovator with the ability to build consensus and collaborate with others.
- Highly motivated with a strong interest in serving the needs of the institution, staff and students.
- Leadership, supervision and management skills, including the ability to coach, mentor, and support staff in creating a positive, engaging and inclusive workplace.
- Communication skills: oral, written, active listening, conflict resolution and the ability to deal with difficult and sensitive situations in a positive manner.
- Broad knowledge of leadership/supervisory/management theory and practice.
- Ability to establish and maintain effective work relationships, including the ability to negotiate and solve problems with multiple constituencies and stakeholder groups with diverse priorities.
- Demonstrated commitment to resource stewardship from the perspectives of both economics and sustainability.
- Demonstrated achievement of multicultural goals, including recruitment and retention of diverse staff.
- Ability to work in a fast-paced setting of a major public university.
- Ability to include, engage, and energize others, and to thrive in a collegial environment.
- Honesty and integrity.
- Customer-service orientation.
- Ability to respond to daily challenges while staying focused on long-term goals.

Principal duties:

Chief responsibilities of the Associate Vice Chancellor for Facilities Planning & Management include the following:

- **Leadership.** Responsible for providing vision and leadership in capital budget and development, campus planning and landscape architecture, environment, health and safety, physical plant, space management, continuity of operations, security, transportation services and the associated business and support services. Promotes open, frequent communication within the division, across the campus and with the wider community. Demonstrates a commitment to organizational success, effectively leading change and initiating improvements in the division's processes and culture.
- **Policy and planning.** Responsible for providing leadership, guidance and direction in evaluating and meeting the facility and infrastructure needs of UW-Madison. Ability to manage a complex building program that includes deferred maintenance and new construction.
- **Liaison and representation.** Represents UW-Madison in matters related to the physical development of the campus with university departments and programs, UW System Administration, local, state and federal government, private sector representatives, neighborhood groups and the general public.
- **Departmental operations.** Coordinates activities across the division's departments and fosters consistency in approach, promotes employee development and engagement, and leads the organization in creating an inclusive environment that leverages the strengths and talents of all staff.
- **Envisioning, developing and administering programs to realize the goals of the campus-wide Strategic Framework.** Provides advice and counsel to senior campus leadership in connection with UW-Madison's commitment to recruiting and retaining a diverse faculty and staff; promoting a climate of civility, respect, multicultural inclusion and social justice; and developing institutional structures to meet the needs of a rapidly changing technological environment. The Associate Vice Chancellor for Facilities Planning & Management has the lead role in establishing strategic direction and priorities for the Division of Facilities Planning & Management consistent with the campus Strategic Framework (<http://www.chancellor.wisc.edu/strategicplan>). In addition, the Associate Vice Chancellor will work on strategic issues and initiatives – including the Engagement, Inclusion and Diversity Initiative – with other directors who report to the Vice Chancellor for Finance and Administration.
- **Special projects and activities including committee participation as an adviser.** Takes on a variety of special projects and activities. These include serving as an ex officio member of the Campus Planning Committee, member of the Joint West and Joint Southeast planning committees, the Administrative Excellence Advisory Committee and other university committees as requested. Interacts with representatives from UW System.

Application Instructions

Applications and nominations should be received by **March 24, 2017** to ensure full consideration. A letter of application describing interest in the position and how professional experience has prepared the candidate for this position should be accompanied by a resume and the names, addresses, emails, and telephone numbers of five professional references. Candidates will be informed before references are contacted. The search and screen committee will evaluate candidates' qualification and select individuals for interviews. Finalists will interview with the chancellor, provost and appropriate staff and governance groups.

Please submit inquiries, nominations and application materials to Mark Markel, chair of the search and screen committee, at UWMadisonFacilities@storbecksearch.com

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

UW Madison is committed to monitoring our recruitment and selection practices and have provided a web-based questionnaire for all applicants to complete on a voluntary basis. Please visit <https://oed.wisc.edu/reports-and-forms.htm> and click on APPLICANT COMPLIANCE FORMS to fill out the survey. Enter PVL# 89533 to complete the form.