



Assistant Vice President for Debt and Treasury /
Assistant Treasurer

Financial Services

Assistant Vice President of Debt & Treasury / Assistant Treasurer

Baylor University is seeking a strategic, collaborative, and forward-thinking leader to serve as its next Assistant Vice President for Debt and Treasury/Assistant Treasurer (AVP).

Reporting to the Senior Associate Vice President of Finance and Treasurer, and working closely with senior financial leadership, campus colleagues, and University banking/debt partners, the AVP will play a vital role in managing Baylor's daily treasury and debt operations. The AVP will be a key contributor to the University's long-term financial health and sustainability through management of working capital, cash and liquidity management, debt administration, campus commerce, and related compliance and risk management activities.

As a key member of the Financial Services leadership team, and an active member of the University's internal banking committee, the AVP will bring a balance of treasury and debt management and operational expertise, liquidity management, and financing strategies. This role requires a forward-thinking collaborative approach to treasury and debt strategy, ensuring the University's treasury systems, liquidity planning, and capital structures are aligned with institutional goals and adaptable to evolving economic conditions.

The AVP leads a Treasury Services team, working with the Treasurer and cross-functionally with departments across the University to implement effective financial strategies and maintain efficient, compliant treasury operations. The role requires a comprehensive understanding of financial markets, interest rate trends, credit and liquidity risks, and the ability to maintain strong partnerships with banking institutions, credit rating agencies, and other financial stakeholders.



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The Assistant Vice President of Debt and Treasury/Assistant Treasurer (AVP) serves as an advisor, strategic partner, and valued collaborator to the University's Treasurer and senior financial leadership in an environment committed to Baylor's long-term financial strength and sustainability. This role is responsible for assisting the Treasurer in shaping strategies that directly support the University's capital structures and treasury functions, including issuance of institutional debt, serving as a key member and representative to Baylor's financial partners, including banks, credit rating agencies, and investors, in managing Baylor's interests in complex financial markets.

The AVP serves in a central role aligning treasury functions, operations, and debt structures with institutional priorities, including responsibility for managing day-to-day liquidity planning, forecasting cash flows, and optimizing working capital to ensure the University's financial agility in an ever-changing environment.

The AVP will join a financial team committed to the highest standards of performance, supporting sound practices, compliance, and continuous improvement to those practices.

RESPONSIBILITIES

- Cash and Liquidity Management
 - Oversee the daily monitoring of University's cash positions and liquidity to ensure adequate cash funding for operational needs and strategic initiatives, while optimizing returns on operating cash.
 - Develop, maintain, and analyze robust short-term and long-term cash flow forecasts that incorporate revenues and expenses, research funding dynamics, capital expenditures, strategic initiatives, debt service, and other cash inflows and outflows.
 - Act as a key liaison for day-to-day banking operations, short-term operating investments, and campus commerce relationships; ensure optimal bank account structures and fees, maintain efficient and secure cash operations.
 - Administer and enhance treasury systems and tools to support effective cash management, accurate reporting, forecasting, reconciliation, and adherence to best practices and internal controls.
 - Collaborate with senior financial leadership in developing and executing comprehensive cash management strategies, treasury policies and procedures, and risk mitigation practices that ensure strong internal controls, fraud prevention, and compliance with regulatory and institutional standards.
 - Serve as a key contact and collaborator for internal stakeholders regarding cash needs, providing strategic guidance on treasury and commerce solutions, cash flow planning for major projects, grants and institutional initiatives.
 - Assist in managing the University's operating funds investment portfolio, including manager oversight, due diligence and investment of excess cash in accordance with institutional policies, emphasizing safety, liquidity and yield.

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- Debt Portfolio Management
 - Serve as a key financing team representative in administering the University's debt portfolio including issuance of short-term and long-term debt instruments and other financing arrangements (e.g. lines of credit, commercial paper, notes, bonds), related debt service, liquidity, compliance with debt covenants and annual reporting.
 - Serve as principal advisor on capital structures and debt issuance, including evaluation and implementation of interest rate, liquidity, compliance and debt related risk strategies.
 - Serve as a key representative with external financial partners, financial advisor, bond counsel, and credit rating agencies.
 - Collaborate with senior financial leadership to maintain and refine comprehensive debt management strategies, policies, and procedures, ensuring alignment with best practices and adherence to federal, state, and institutional regulations.
 - Supervise and mentor staff by providing training and professional development, making hiring and performance evaluation decisions, and fostering a collaborative approach across the institution.

REQUIRED QUALIFICATIONS

- Bachelor's degree in finance, accounting, economics, banking, or related discipline from an accredited institution of higher education is required. An advanced degree in finance or business (e.g., MBA), or professional certification such as CPA or CFA, is preferred.
- Minimum of 10 years progressively responsible experience in treasury, debt management, or finance/accounting management is required. Experience within higher education, non-profit or similarly complex environments is preferred.
- Demonstrated ability to embody Baylor's culture and possess a deep appreciation for the University's Christian mission and institutional values.
- **Applicants must be currently authorized to work in the United States on a full-time basis.** Work is based in Waco, TX and relocation assistance is provided in accordance with Baylor's moving policy.

PREFERRED ATTRIBUTES

- Demonstrated business acumen with the ability to gather, synthesize, analyze, and manage large volumes of complex financial and operational data from diverse sources.
- Proven ability to lead and support change identifying improvement opportunities, recommending solutions, and guiding stakeholders through transitions.
- Curious, agile, and innovative thinking with a flexible, problem-solving mindset; capable of achieving win-win outcomes that generate cost-savings, revenue generation, or operational efficiencies.
- Collaborative leadership style that fosters transparency, trust-building and data-informed decision-making across teams and departments.
- Experience in planning, financial analysis, and process redesign, with a proven track record of successfully implementing innovative business plans.
- Exceptional communication skills – verbal, written, and interpersonal – with the ability to clearly communicate complex financial concepts to diverse audiences and build financial literacy across the institution.
- Maintains discretion and highest professional standards while working with confidential information exhibiting a commitment to fostering a culture of integrity and the highest standards of ethical financial management.

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ABOUT BAYLOR

Baylor University is a private Christian University, and a nationally ranked research institution located in Waco, Texas. Chartered in 1845 by the Republic of Texas, Baylor is the oldest continuously operating institution of higher learning in the State of Texas and is affiliated with the Baptist General Convention of Texas. The University has more than 160,000 alumni living in the United States and around the world, welcoming students from all 50 states, the District of Columbia, and 112 countries to study within its 12 nationally recognized academic divisions.

Since its founding in Independence, Texas, Baylor has grown to over 20,000 students, including 5,700 graduate/professional students, and more than 3,500 full-time faculty and staff. In 1886, Baylor merged with Waco University and moved to its current campus on the banks of the Brazos River. In addition to the main campus in Waco, Baylor operates the Louise Herrington School of Nursing in Dallas and offers graduate programs in Austin, Dallas, Houston, West Point, and several U.S. Army locations across the United States.

With a stated mission to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community, Baylor has a distinct and compelling academic mission that integrates teaching and research excellence within an unwavering Christian faith.

Information [about Baylor](https://www.baylor.edu) can be found on the University's website at <https://www.baylor.edu>.

FINANCES

As of May 31, 2024, the University's total assets were \$4.20 billion. Of this amount, cash and cash equivalents totaled \$225.93 million, long-term investments at fair value totaled \$2.28 billion, and the University's net property, plant and equipment totaled \$1.44 billion. Outstanding notes and bonds payable totaled \$715.73 million. Total net assets increased \$172.35 million in fiscal year 2024 to \$3.18 billion. Baylor's financial statements are prepared on the accrual basis and reported in accordance with accounting principles generally accepted in the United States of America.

The University maintains a portfolio of cash and cash equivalents and readily marketable unrestricted investments that can be liquidated in less than eight days for operations, including liquidity for the commercial paper program, of which approximately \$164.3 million was available as of May 31, 2024. This amount excludes the University's \$100 million revolving line of credit available for general corporate purposes.

Additional information regarding the University's debt, line of credit, liquidity and availability of financial assets may be found in the University's [May 31, 2024 financial statements](#).

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ABOUT WACO

Waco sits along the Brazos River and is conveniently located in between Dallas, Austin, and Houston. With a metro population of more than 245,000, Wacoans come from diverse backgrounds and represent myriad cultures, religions, and identities. The vibrant city is filled with distinct districts, each home to shops, restaurants, and attractions with unique characteristics:

- Downtown – Park street-side on Austin Avenue and explore Waco’s picturesque urban hub, characterized by small shops and eateries, including the popular shops at River Square Center.
- Elm Avenue – Restaurants, festivals, and pop-up vendors such as Eastside Market characterize this corridor bounding the Brazos River across from downtown.
- La Salle Corridor – Historically a hub for Hispanic businesses, this district offers a bit of everything with local shops, iconic restaurants, including Health Camp and Magnolia Table, and home to the Waco Flea Market - a must-see for deals and unique finds.
- River District – Bounding the Brazos River, Waco’s Iconic Suspension Bridge, Indian Springs Park, and Branding the Brazos Sculptures call this pedestrian-friendly district home.
- Silo District – Home to Magnolia’s iconic Silos property, including a bakery and gardens, as well as their nearby coffee shop, Magnolia press. This district is home to many nationally-famous Fixer Upper ventures.
- Uptown – Starting at Austin and 15th Street, this well-established district is currently home to trendy boutiques.



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APPLICATIONS, NOMINATIONS AND EXPRESSIONS OF INTEREST

To apply for the Assistant Vice President of Debt & Treasury / Assistant Treasurer position, candidates are requested to submit the following: (i) a resume or CV; (ii) a letter of interest; and (iii) contact information for five references (to be contacted with candidate's permission at a later date.). Application materials should be submitted through Baylor's prospective staff portal at <https://hr.web.baylor.edu/careers> for consideration. The search will remain open until an appointment is made.

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, military service, genetic information, and disability. Baylor's commitment to equal opportunity and respect of others does not undermine the validity and effect of the constitutional and statutory protections for its religious liberty, including, without limitation, the religious organization exemption under Title VII of the Civil Rights Act of 1964, the religious exemption to Title IX of the Education Amendments of 1972, and the Free Exercise Clause of the First Amendment to the United States Constitution, among others. Baylor encourages women, minorities, veterans, and individuals with disabilities to apply.

EEO/M/F/Vets/Disabled