



The St. Joseph County Airport Authority invites applications for  
**Director of Administration & Finance**  
South Bend International Airport (SBN)  
South Bend, Indiana

*Executive Search Services Provided by ADK Consulting & Executive Search*

## The Airport

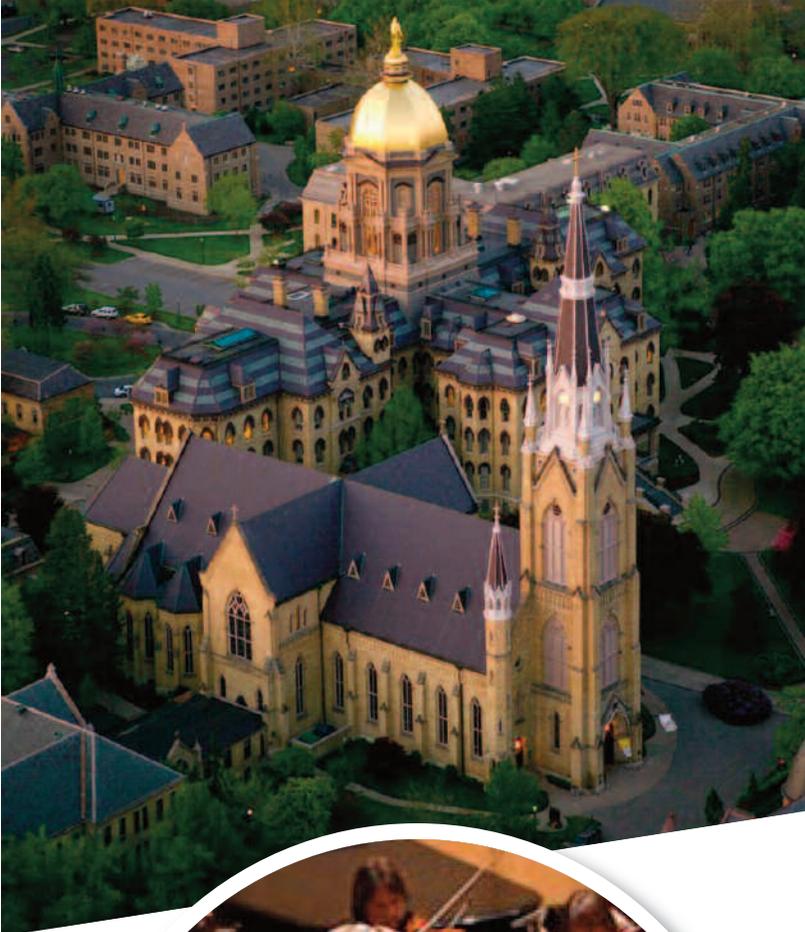
**The South Bend International Airport (SBN)** is located just a few miles west of the city center of South Bend, in the very northern part of the State of Indiana and close to the border of Michigan. It is approximately a 35-mile drive west to the shores of Lake Michigan. The airport has easy access to Interstate 80/90 and US 20/31. Thanks to its multi-modal transportation complex, SBN is the only non-hub airport in the United States featuring air, interstate rail, and interstate and intrastate bus services at one multi-modal terminal location.

SBN's three airlines (Allegiant, Delta and United) provide non-stop flights to 10 cities: Atlanta, Chicago, Detroit, Las Vegas, Phoenix-Mesa, Minneapolis, Orlando/Sanford, Tampa Bay/St. Petersburg, Punta Gorda/Ft. Myers, and Newark. SBN's multi-modal terminal serves over one million air, rail, and bus passengers each year. According to the 2012 Economic Impact Report from the Aviation Authority of Indiana, the South Bend Airport's total annual economic impact on South Bend and surrounding communities is in excess of \$1.7 Billion. In 2014, over 600,000 origination and destination passengers used SBN. The airport has 47 full time employees and 7 part time employees.

A \$15.5 million Capital Improvement Project to expand the passenger terminal was completed in 2012. The final project gives area travelers a new 45,000 square foot concourse and includes 5 new gates for a total of 9, a consolidated security checkpoint, post security food service amenities, a gift shop, a business center, and a children's play area. Funding sources for the project include AIP funds, PFC's, and airport operating revenue.

SBN is beginning construction of a Federal Inspection Station (FIS) and General Aviation Facility (GAF) with construction estimated to be completed in the fall of 2016. These two new facilities, with the positioning of US Customs and Border Protection Officers, will allow for the arrival of International General and Commercial flights.





## The Community

### **About the Michiana Region from JobsMichiana.com:**

"A well-kept secret. It's a big place, but good luck finding Michiana on a map. It's not really a secret, but 'Michiana,' as we commonly refer to this area, is actually a collection of fifteen counties in Indiana and Michigan - hence, the term 'Michiana.' And there are literally dozens of cities and towns of all sizes here.

Life in Michiana offers the best of both worlds, from the cultural and corporate advantages of city life to the natural calm and serenity of our county landscapes and suburban communities. It's a great place to raise your kids, retire, move up in the business world, or launch an exciting new career.

Michiana is proud of the many community-based schools, both public and private that meet the educational needs of the area's children from preschool to high school. Quality education is attainable from many of the colleges and universities that call Michiana home.

Both the diversity and low cost of housing in Michiana always surprises visitors. Choices include everything from traditional colonial style homes, to new executive neighborhoods, historic older neighborhoods, apartments, and condominiums.

Manufacturing, retail, and wholesale trade service industries are the basis upon which the area's diverse economy prospers. Business resources abound and employment opportunities are numerous and varied.

Many fine regional medical facilities, some of our largest employers, are located in the Michiana area. Public information is relayed through a rich variety of media outlets. There are several large and many smaller newspapers in the area, and all the major television networks are represented by local television stations.

Things to see and do? Michiana is proud of the many world-class cultural and recreational attractions built in and attracted to the area. You will be surprised at the rich variety of events, activities and cultural resources we have to offer. This is a great place to live, work, and play."



## The Community *(continued)*

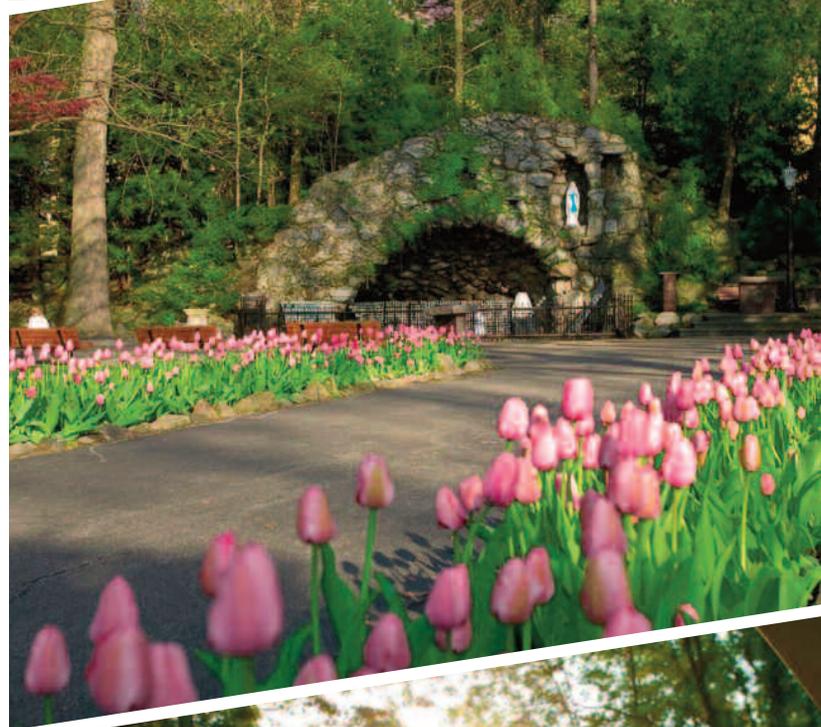
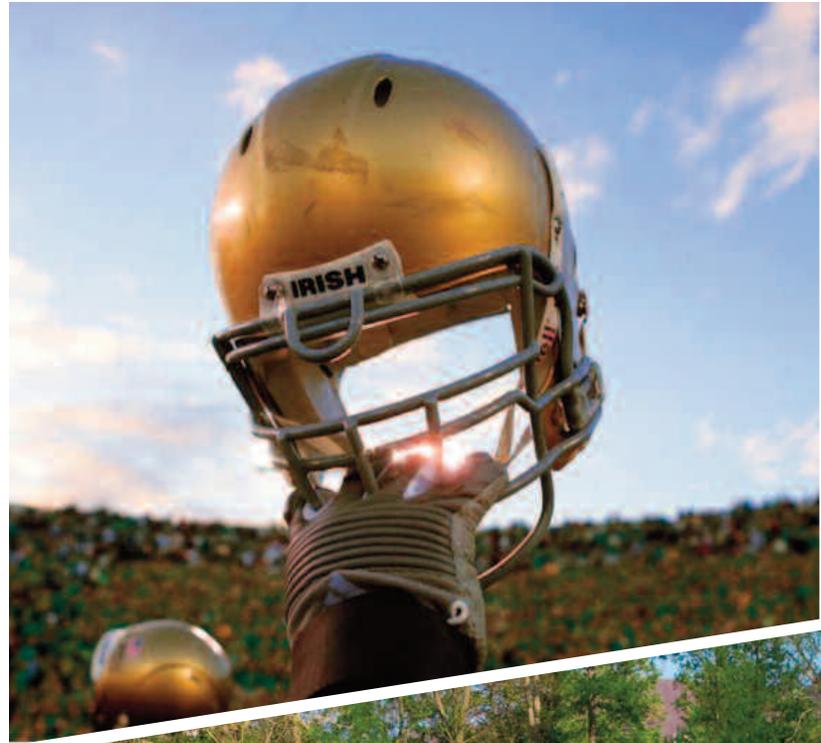
### The City Of South Bend

With a 2010 population of 103,807 South Bend is one of Northern Indiana's fastest growing areas and the metro area ranks third in population in Indiana. The cultural and entertainment diversity is enhanced by the University of Notre Dame and many other area colleges. The Century Center on the river in the downtown area plays host to many business and cultural events, and trade shows.

The park system consists of 75 local parks and facilities which include Four Winds Field at Coveleski Stadium, the home of the South Bend Cubs, a class A minor league baseball franchise. South Bend is also the home of two unique features that were the first of their kind. The Potawatomi Zoo constructed in 1902 is currently the oldest accredited zoo in the State of Indiana. Also, our East Race Waterway constructed in 1984, was the first and only man made white water rapids facility in the entire North American Hemisphere. These facilities and many others have provided our residents and guests the opportunity to recreate and enjoy their leisure activities in South Bend. With all the new biking trails, Bicycling.com calls South Bend "a cycling nirvana."

**A vibrant community, rich in history, rich in tradition.** A golden glow illuminates this city where the river bends in northern Indiana. From pigskin pageantry and game day excitement at the University of Notre Dame, the rushing rapids of the East Race Waterway, the opulence of the Oliver Mansion, the rich transportation history at the Studebaker National Museum, the tranquility of Shirojiri Niwa Gardens to the hustle and bustle of the Grape Road shopping area, South Bend is full of great places to explore.

From the Chamber of Commerce of St. Joseph County: "Activity and buzz dot the city landscapes, while serenity and the quiet of rural living can be found in the county's small towns. Cities like South Bend and Mishawaka give residents the taste of big city living with ample employment opportunities, shopping, cultural arts and top-notch post-secondary educational institutions."



## The Position

Reporting to the Executive Director, the Director of Administration & Finance will manage administrative, business, and financial activities of the Authority, namely direction of the financial management program including coordination and management of all functional activities associated with budget preparation, reporting, and financial analysis.

For a full job description, [click here](#).



## The Ideal Candidate:

- ◆ Will have knowledge of acceptable accounting practices, particularly public sector fund accounting computerized systems; of sound management and operations principles.
- ◆ He or she must be able to make quality decisions based on sound judgment; to manage time effectively; to maintain confidentiality; to communicate clearly and effectively, verbally and in writing, with diverse populations; to conduct research for special reports; and, to organize complex information in an accurate, systematic way.
- ◆ Knowledge of airport operations and information technology preferred.
- ◆ Should be able to adapt to and manage organizational change, develop effective working relationships with others, and to create an environment in which employees are self-motivated.
- ◆ Successful candidates will be able to prepare and present concise and accurate reports, make public presentations, and professionally represent the Airport Authority.





## Position Requirements

To be considered, a candidate must have a Bachelor's Degree from an accredited college in Business Administration, Public Administration, Finance, or Accounting. Master's in Public Administration, Business Administration, or Certified Public Accountant (CPA) is desirable. Experience must include seven to ten years in a responsible administrative and managerial position, budget preparation, and financial management preferably in a non-profit or governmental environment. Three to five years direct supervisory experience required.

## Salary & Compensation

The salary range for this position is \$85,000 to \$105,000 with an excellent benefits package.

## How to Apply:

- A. Please submit, **in PDF format**, both a cover letter and résumé. One file is appreciated. *Please do not send your cover letter in the body of an email.* Send your **PDF** files to ADK Executive Search at: **[SBN@adkexecutivesearch.com](mailto:SBN@adkexecutivesearch.com)**
- B. Please complete the ADK employment application form at: **[ADK Application Form](#)** (this is a secure link)

**Filing Deadline:** Monday, November 16, 2015

Only complete electronic submissions will be considered.

Email questions to:

**[SBN@adkexecutivesearch.com](mailto:SBN@adkexecutivesearch.com)**

The South Bend International Airport (SBN) is an equal opportunity employer.

