

# SEARCH PROFILE:

ASSOCIATE VICE PRESIDENT OF ADVANCEMENT  
AND CHIEF FINANCIAL OFFICER



**NAU**  
NORTHERN  
ARIZONA  
UNIVERSITY

# CONTENTS

THE OPPORTUNITY	3
ABOUT NORTHERN ARIZONA UNIVERSITY	4
LOCATION	7
NORTHERN ARIZONA UNIVERSITY FOUNDATION	8
LEADERSHIP AGENDA FOR THE NEXT ASSOCIATE VICE PRESIDENT, CHIEF FINANCIAL OFFICER	10
APPLICATION AND NOMINATION PROCESSES	12



## THE OPPORTUNITY

Northern Arizona University (NAU) in Flagstaff, Arizona, seeks an experienced development professional and collaborative leader to serve as Associate Vice President of Advancement and Chief Financial Officer of The Northern Arizona University Foundation, Incorporated (the Foundation).

The Associate Vice President, Chief Financial Officer (CFO) serves as a critical leader for the advancement of Northern Arizona University to be the nation's preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value.

This is an outstanding opportunity for a talented and highly successful finance and accounting professional to join the Advancement | Foundation team as an exciting momentum across the University has sparked attention from alumni, donors, friends, and partners.

The university is in the quiet phase of a comprehensive fundraising campaign with plans to go public this fall 2025. As of February 7, 2025, the university has raised \$176 million toward its \$300 million campaign goal. Alumni, donors, and the community at large have responded to the President's vision and initiatives for NAU, which has allowed Advancement | Foundation to maintain this momentum. For three consecutive years, the NAU Foundation has surpassed its fundraising and engagement goals, propelling the university's strategic priorities and building a foundation of philanthropic support for NAU's 125th anniversary. Seven months into

the fiscal year, NAU has already recorded its highest fundraising year with over \$54.9 million and counting.

With a rich history and tradition of support from alumni and friends, NAU has maintained a strong sense of community across the region, state, and beyond. Strong leadership at both the university and Advancement | Foundation has brought about several new fundraising and engagement initiatives with targeted goals and targeted outcomes to enhance the mission and future of the university. Fueled by its core values: innovative, collaborative, accountable, and authentic relationship builders, the Advancement division is helping to transform lives, enrich communities, and achieve preeminence. Innovation has taken hold, and the Associate Vice President, CFO will be part of the visionary and hardworking team to support engagement and giving at NAU.

The new Associate Vice President, CFO should be collaborative, empathetic, motivational and inspirational. The team seeks a leader who will lead by example and be a voice for the team, with emotional intelligence and competency to bring out the best in them. The AVP, CFO will speak to best practices and serve as voices of reason, support advocacy, and inclusion and will build relationships within the team as well as with alumni, donors and board members as well as with departments across the university and community. The Vice President seeks an AVP who will become part of the unit.



## ABOUT NORTHERN ARIZONA UNIVERSITY

Northern Arizona University rests on a student-first foundation. This was true when the University opened its doors more than 125 years ago, and it's true today. The traditions and values of the past inform the innovations helping us shape the future.

Founded in 1899, Northern Arizona University began as a teachers' college, and its commitment to building a better tomorrow through education remains a high priority. Now a land-grant university with nearly 30,000 students, NAU has recently achieved an R1 classification with very high research activity and competes in NCAA Division I sports in the Big Sky conference. The university is divided into nine colleges offering more than 130 undergraduate degrees, 100 graduate programs, and various academic certificates. The Flagstaff Mountain campus serves as the main residential campus; however, students may take classes and conduct research at more than 20 statewide campus locations and online. With over 205,000 Lumberjack alumni worldwide, NAU has one of the best alumni networks in the country.

Students, mentored by faculty members renowned in their fields, are at the center of all the university's institutional efforts. In the classroom and online, through hands-on experiences in an unparalleled learning environment, and with the NAU community cheering them on, students discover and hone their ambitions. NAU's academic programs, research, public service, and creative endeavors enrich lives and create opportunities in Arizona

and beyond. The institution's mission is focused on developing solutions to challenges and driving innovation in a supportive, inclusive, and diverse environment as is outlined in the [Strategic Plan, Elevating Excellence](#).

Northern Arizona sees itself at a transformational point in which there is sweeping momentum to provide an affordable education that prepares students for successful careers and uplifts communities. There is a buzz, sense of excitement, and trust as NAU looks toward the future as a proactive leader in the region and state.

**NAU Charter:** NAU aims to be the nation's preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value in Arizona and beyond.

**NAU University Mission:** NAU transforms lives and enriches communities through high-quality academics and impactful scholarship, creative endeavors, and public service.

**NAU University Commitment:** NAU will educate, support, and empower students from all backgrounds, identities, and lived experiences to reach their full potential and contribute to a more just, equitable, inclusive, prosperous, and sustainable future.

# ABOUT NORTHERN ARIZONA UNIVERSITY (CONT.)

## STRATEGIC PRIORITIES

### ACADEMIC EXCELLENCE

NAU's high-quality academic programs, general studies curriculum, and the teaching excellence of our faculty will foster students' knowledge and competencies necessary for professional success, informed civic engagement, global citizenship, lifelong learning, and the promotion of a more just and sustainable future.

### STUDENT SUCCESS

Grounded in a student-centered institutional culture of care, NAU will provide accessible and affordable educational opportunities, with tailored support services that enable students to complete their academic credentials and realize transformative outcomes from their collegiate experience.

### COMMITMENT TO INDIGENOUS PEOPLES

In recognition of the unique sovereign status of Native Nations and the sacred land on which the university was built, NAU will continue its intentional support for Indigenous students, faculty, and staff; develop university-wide culturally responsive educational opportunities and programming; and build mutually beneficial partnerships with Indigenous communities that will position NAU as the nation's leading university serving Indigenous Peoples.

### IMPACTFUL SCHOLARSHIP

NAU's teacher-scholars will engage in impactful research, scholarship, and creative activities to provide transformative learning opportunities, engage our diverse students and communities, advance disciplinary and interdisciplinary knowledge, and contribute to solving problems of regional, national, and global relevance.

### MISSION-DRIVEN AND DIVERSE FACULTY AND STAFF

NAU will implement employment practices to support the recruitment, retention, development, and promotion of a highly qualified, mission-driven, diverse workforce. NAU's commitment to individuals from all racial, ethnic, cultural, and socioeconomic backgrounds, national

origins, disabilities, age, veteran status, religious or political beliefs, sexual orientations, gender identities and expression, and lived experiences strengthens our institutional workforce culture that incorporates diversity, equity, inclusion, and justice in the pursuit of excellence and the promotion of student success.

### COMMUNITY ENGAGEMENT

NAU will engage locally, regionally, and globally with public and private partners to foster mutually beneficial relationships that enhance our students' educational experiences, contribute to broad social impact, and increase individual, communal, cultural, and economic vitality.

### SUSTAINABLE STEWARDSHIP OF RESOURCES

NAU will effectively utilize our physical, technological, and financial resources in support of our vision and mission, with a commitment to the responsible use of environmental resources, innovative use of technology, and mission-driven financial investments and philanthropic activity.

NAU has maintained steady growth in its student population, research endeavors, and creative scholarship since its inception. Today, the institution serves almost 30,000 students through multiple offerings: a traditional college experience on a scenic campus, situated in Flagstaff's remarkable landscape at the base of the San Francisco Peaks; the convenience of attending classes at one of more than 20 locations across the state, providing flexibility and accessibility; and an award-winning online experience where students can choose from more than 130 in-demand programs degrees, and certificates. NAU upholds the same high standards of education across all locations and delivery options.

Nine academic colleges, graduate, and online colleges, offer impactful programs, including more than 100 undergraduate programs, 130+ undergraduate and graduate programs, and 100+ undergraduate and graduate certificates in a wide variety of disciplines,



## ABOUT NORTHERN ARIZONA UNIVERSITY (CONT.)

including the social sciences, humanities, education, engineering, natural sciences, business, and more. Northern Arizona University is accredited by the Higher Learning Commission through 2027–2028.

Additional NAU attributes include the following:

- #70 in the nation for public institutions without a medical school
- 400+ student clubs and organizations
- 15 Division 1 sports teams
- #1 best school in Arizona for veterans
- #2 best online college in Arizona
- #9 most diverse college in Arizona
- Top 3 for excellence in delivering virtual student services

The institution has a long history of increasing diversity and inclusion. NAU aims to create, support, and nurture a university environment where individuals whose unique experiences of race, ethnicity, religion, sexual and gender identities, disability, and all perspectives are valued and woven into the fabric of the institution.

University diversity commissions, individuals, and departments have dedicated countless hours to related education, programming, and initiatives. The formal long-term diversity strategic planning process, through which the current [Diversity Strategic Plan \(DSP\)](#) has evolved, began in early 2016 and was updated in 2020. The current DSP provides for immediate action and lays a strong foundation for continuous improvement and implementation over the long term. NAU aims to become a *True Diversity University*, positioning attention and resources around diversity, inclusion, and a culturally competent environment for all, with particular attention to underrepresented, marginalized, and underserved groups in higher education. The DSP aligns with the University Strategic Plan (USP) that, in turn, aligns with the Arizona Board of Regents Strategic Plan, “Impact Arizona.” It is intended to be a living, evolving document.

[Dr. José Luis Cruz Rivera](#) serves as the 17th president of the institution. Dr. Cruz Rivera is dedicated to expanding access to education and improving educational outcomes for all students—especially those who have historically been underserved. When Dr. Cruz Rivera joined NAU in June 2021, he initiated a bold vision for a “new NAU” that has inspired transformative efforts to deliver postsecondary value, including broadening access to record numbers of Arizona students, implementing innovative admissions and financial aid practices, and launching statewide partnerships to boost attainment.

A nationally recognized advocate for accessible, affordable, quality education, Dr. Cruz Rivera is a

frequent keynote speaker and writer on higher education issues. He has testified before the U.S. Congress and secured funding for his work from prominent organizations, including the National Science Foundation, Lumina Foundation, Bill & Melinda Gates Foundation, Andrew W. Mellon Foundation, and the U.S. Department of Education. His efforts have been featured in outlets such as *The Chronicle of Higher Education*, *The New York Times*, *The Washington Post*, [Washington Monthly](#), and *Univision*.

NAU has received external recognition for its diversity initiatives, and the composition of NAU’s student body reflects the university’s support for historically underserved students:

- 46% of NAU students are the first in their families to attend college
- 25% of NAU undergraduates identify as Hispanic
- NAU meets US Department of Education Hispanic-Serving Institution (HSI) criteria and has earned recognition from the Hispanic Association of Colleges and Universities
- NAU is in the top 10 producers of bachelor’s degrees for Native American students nationwide
- 2,000+ Native American, Alaska Native, and Native Hawaiian students representing 125+ Native nations and Tribes





## LOCATION

Northern Arizona University has numerous locations around Arizona. The [Flagstaff](#) mountain campus offers a traditional college experience on a scenic campus set against a remarkable landscape of mountains, canyons, and deserts. Additional campuses are located in Yuma, Phoenix, and Tucson. The university also offers classes at numerous locations across Arizona. [NAU's Land Acknowledgement](#) recognizes the unique and enduring relationship existing between Indigenous Peoples and their traditional territories: *Northern Arizona University sits at the base of the San Francisco Peaks, on homelands sacred to Native Americans throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.*

Located in the high-country mountains of northern Arizona, Flagstaff is not the Arizona experience you may expect. Flagstaff is in the heart of the Colorado Plateau, a region known for its rich Native American history. This Native American heritage still permeates the culture today, as tribal lands cover more than 31,000 square miles (49,890 km<sup>2</sup>) in this region and are home to the Navajo, Hopi, Havasupai, Kaibab-Paiute and Hualapai peoples. At 7,000 feet elevation, temperatures rarely exceed 90 degrees in the summer, fall brings a brilliant change of color, winter snowfall averages 108 inches, and spring bursts with blossoms. Flagstaff has an average of 287 sunny days in a year. Many of the buildings in Flagstaff's historic downtown area date to the early 1900's and are used today as stores, galleries, hotels, and restaurants. Flagstaff is located near the center of Northern Arizona, about 150 miles north of Phoenix, AZ and 80 miles south of the Grand Canyon. The city is surrounded by coniferous forests, which allow for an array of outdoor sports, camping, and backpacking opportunities with 171 scenic trails within the Flagstaff area. Downhill skiers enjoy 55 runs down the San Francisco Peaks, just 14 miles from downtown Flagstaff.

Flagstaff is a governmental, educational, cultural, and commercial center. NAU, the largest employer in the city,

has a major economic impact annually. The campus is used year-round, and Olympic athletes choose Flagstaff as a training site because of the climate, altitude, and available facilities. The altitude makes it a hub for celestial observations. Last but certainly not least, it is home to over 77,000 people who prioritize family, community, work and play balance in their daily lives. You will find Downtown Flagstaff to be one of the best downtown scenes in Arizona. Downtown Flagstaff is big enough to offer a variation in vibe, food, drinks and setting, but small enough that visitors, locals and college students intermingle at nearly all times of the day. From coffee shops and music venues to the locally sourced food offered by many restaurants, you will find that Flagstaff and its residents are progressive, intentional, and special.

Ideally, the new CFO will be based at the Flagstaff campus, however, the University is open to this person being based in Phoenix at the North Valley campus. Phoenix is the capital city of Arizona and is located in the central region of the state. Nestled in the heart of the Sonoran Desert, Phoenix, Arizona offers a vibrant and unexpected experience. Known for its year-round warm climate and abundant sunshine, Phoenix defies the desert stereotype. With a rich Native American history and diverse cultural influences, the city embraces its heritage while embodying a modern and cosmopolitan spirit. From the bustling downtown area to the stunning desert landscapes, Phoenix seamlessly blends urban sophistication with natural beauty. The city is a hub for commerce, education, and innovation, offering a wide range of career opportunities across industries such as technology, healthcare, finance, and more. Beyond work, residents of Phoenix can enjoy an active lifestyle, exploring hiking trails, golf courses, and world-class resorts. With a thriving culinary scene, vibrant arts and entertainment, and professional sports teams, Phoenix provides a dynamic and fulfilling environment for both residents and visitors. Join the over 1.7 million residents who have discovered the allure of Phoenix and experience a city that exceeds expectations at every turn.



## NORTHERN ARIZONA UNIVERSITY ADVANCEMENT | FOUNDATION

The [NAU Advancement | Foundation](#) engages students, alumni, parents, friends and the broader NAU community to connect, invest, and inspire current and future Lumberjacks.

The Northern Arizona University Foundation, Inc. exists for the sole purpose of supporting NAU. The Foundation operates under the IRS non-profit code: 501(c)(3) status and is managed by a Board of Directors. All contributions to NAU are received, managed, and invested by the NAU Foundation, Inc. that allow NAU to enhance the quality and extend the range of services provided to its students and the region. The non-profit status assures their gifts will be utilized according to the donors' intent and are distinguished from state funds. The [NAU Foundation Board of Directors](#) provides oversight for the stewardship of the funds entrusted to the Foundation. The Board ensures that resources are invested responsibly and utilized according to the donors' intent. Based on the Board's demonstration of exceptional leadership and initiative, the NAU Foundation Board was awarded the [2025 John W. Nason Award for Board Leadership](#).

The Foundation recognizes special opportunities for NAU and engages in fundraising activities to enable the university to capitalize on them. The Foundation recognizes donors who provide strength for the continually improving growth, visibility, and excellence of the university.

Donors may choose where to [direct a gift](#) and support anything from scholarships to help students fund their education, to groundbreaking research, to the hands-on learning experiences that prepare students to thrive in 21st Century careers.

As noted earlier, NAU is in the quiet phase of its comprehensive campaign. The campaign is projected to be eight years in duration and has raised over \$168 million since launching the campaign in 2023. The university's fundraising progress, organizational leadership, NAU Foundation Board and NAU Alumni Board dedication and engagement, and donor confidence in NAU's vision and strategic direction projects NAU's campaign success focused on student, faculty, programmatic, and capital support and a goal of raising \$300 million (three times the previous campaign goal) by fiscal year 2030.

The NAU Foundation's endowment market value as of February 14, 2025, was \$287,681,229.

Since fiscal year 2023, the university raised over **\$176 million** with **\$53.4 million** in fiscal year 2023, **\$46.5 million** in fiscal year 2024, and a recorded highest fundraising year in NAU's 125-year history with over **\$54.9 million** and counting.

Please click [2024 NAU Foundation Annual Report](#) to learn more.



# NORTHERN ARIZONA UNIVERSITY ADVANCEMENT | FOUNDATION (CONT.)

## ADVANCEMENT FOUNDATION LEADERSHIP

Nick Lobejko joined Northern Arizona University in November 2022 as Vice President for Advancement and CEO of the NAU Foundation. With over 18 years of experience in higher education advancement, he has driven record-breaking fundraising efforts, and as stated above, helped to secure over \$176 million for NAU since fiscal year 2023, including \$53.4 million in fiscal year 2023, \$46.5 million in fiscal year 2024, and \$54.9 million to date in fiscal year 2025.

Lobejko holds a master's degree in educational leadership from the University of Northern Colorado and dual bachelor's degrees in business from Winona State University. His prior roles include executive director of advancement at Colorado State University and development leadership positions at the University of Colorado and the University of Northern Colorado, where he secured transformative gifts and led successful campaigns.

Through strategic organizational improvements, rigorous metrics, and staff development, Lobejko has enhanced NAU's philanthropic performance. As a board member of the Winona State University Alumni Association and former co-owner of a small business, he combines his passion for education and entrepreneurship to further NAU's mission of elevating postsecondary value in Arizona and beyond.

## CHARTER, MISSION, VALUE STATEMENT, AND VISION

**ADV | FDN Divisional Value Statement:** We are innovative, collaborative, accountable, and authentic relationship builders.

**ADV | FDN Divisional Vision:** By empowering strategic engagement, impact, and philanthropy, NAU Advancement | Foundation will partner with Northern Arizona University to help transform lives, enrich communities, and achieve preeminence through NAU 2025 – Elevating Excellence.

## DIVISIONAL GOALS

- **People:** Professional Health of Team Advancement  
*Foster a culture of mutual respect, accountability, empowerment, and trust among all division staff. Create and encourage opportunities for personal and professional growth and celebrate contributions.*
- **People:** Engagement of Current and Future Alumni and Donors  
*Inspire the Lumberjack community through engagement opportunities to be a positive influence in the world.*
- **Pipeline:** Relationship-informed and Data-informed Fundraising  
*Cultivate authentic relationships and build a sustainable and data-informed pipeline that inspires and retains diverse partners to provide transformational experiences.*
- **Programs:** Strategic Programming to Elevate a Culture of Philanthropy  
*Deliver strategic programs that educate on ways to serve and cultivate opportunities for connection and belonging.*
- **Partnerships:** Internal and External Partnerships  
*Cultivate and steward strategic and collaborative partnerships to build trust, resources, and expertise that positively impact the NAU community.*





## LEADERSHIP AGENDA FOR THE NEXT ASSOCIATE VICE PRESIDENT, CHIEF FINANCIAL OFFICER

Reporting to the NAU Foundation Chief Executive Officer, the Advancement Vice President new Chief Financial Officer (CFO) is accountable for the administrative, financial, and risk management operations of the Foundation, including the development of a financial and operational strategy and the ongoing development and monitoring of control systems designed to reserve Foundation assets and report accurate financial results. Concurrent responsibilities within the university's division of Advancement | Foundation include oversight of financial analysis and Prop 107 scholarships and leverage strategic real estate, intellectual property, or venture capital projects. This position is of significant visibility and impact, providing interaction with multiple departments and leaders.

This individual will be responsible for the short- and long-term financial health of the foundation, leading initiatives to develop multi-year, multi-fund financial plans and forecasts, annual budgets and appropriate financial reporting. This leader will oversee the financial planning and accounting operations, business process improvements, and financial analysis.

The CFO works closely with other senior leaders to ensure that the financial infrastructure of Advancement | Foundation is appropriate to its goals and to provide clear communication that will enable the entire leadership team to function more effectively. This individual will ensure that the financial systems of the institution are transparent, with a comprehensive reporting environment that can provide necessary data for effective decision-making and ensure effective use and understanding of this data throughout the institution.

The ideal chief financial officer will be comfortable working transparently and collaboratively in a shared governance environment in which faculty, staff and NAU Foundation Board members are involved in the conversations. The new CFO will be a calculated risk-taker and have an entrepreneurial spirit. This new leader will be highly mission-centered, have a strong orientation to service and convey a passion for the impact of higher education. The CFO will be a financial strategist who will aptly navigate financial changes occurring now, as well as those on the horizon, and will demonstrate a robust and progressive

record of successful leadership and management of a high functioning team. The next leader will possess strong interpersonal and relationship-building skills, both to work effectively within the various reporting organizations, as well as to build trust and confidence with the other members of the leadership team and across the institution. Excellent communication skills and the ability to forge effective working relationships with a broad range of constituents, including NAU Foundation Board members will be essential to the next CFO's success.

Specifically, the AVP, CFO will:

- Manage the Foundation's accounting and financial reporting operations in a manner that most effectively and efficiently supports the mission of the Foundation.
- Supervise the maintenance of complete and accurate financial records in compliance with GAAP.
- Oversee annual external audit, including meeting with auditors, providing requested documentation, ensuring staff preparation of necessary paperwork, and communicating audit report findings with the NAU Foundation Board.
- Review all IRS and State tax filing.
- Coordinate all legal work and contract negotiation for the Foundation.
- Work with the university community in setting up and maintaining Foundation accounts.
- Prepare annual budget in coordination with the Foundation CEO and Finance Committee.
- Report on Foundation's financial condition to the CEO and the Foundation Board.
- Serve as staff to the Finance, Audit, and Investment Committees of the Foundation Board.
- Advise Investment Committee of any matters deemed appropriate about the status of the endowment investment performance.
- Serve as point person for contact and transaction of business with investment consultants, including the Foundation's retained Outsourced Chief Investment Officer (OCIO).
- Assess and inform Investment Committee of investment plans, programs, and procedures of other similar organizations and make recommendations thereby for the Foundation.
- Ensure communication transparency with Board Chair and

# LEADERSHIP AGENDA FOR THE NEXT ASSOCIATE VICE PRESIDENT, CHIEF FINANCIAL OFFICER (CONT.)

Vice Chair, along with Chairs of the Finance, Audit and Investment Committees, of material developments learned from the OCIO and other retained professionals (such as outside counsel).

- Manage the state charitable registration program.
- Under the direction of the Foundation CEO, oversee operations of Northern Arizona Real Estate Holdings and NAU Ventures, two subsidiaries of the NAU Foundation, and support additional revenue-generation initiatives.
- Coordinate all transactions related to subordinate entities: corporate initiation, legal and tax issues, accounts payable, general ledger, budget, and university reporting.
- Oversee the Foundation scholarship program in compliance with state law.
- Help lead the development and execution of NAU Foundation goals and strategies in alignment with NAU's strategic priorities.

## University Financial Records and Reporting:

- Perform duties for Advancement | Foundation including university budgeting, departmental expense reporting, and ensuring compliance with university policies and procedures.
- Work closely with NAU Comptroller's office for audit reporting and compliance with Arizona Board of Regents component unit agreement.
- Maintain an excellent working relationship with the university offices of comptroller, budget, human resources, office of scholarships and financial aid, and institutional analysis.
- Supervise the Advancement | Foundation financial oversight team, information technology and prospect development teams.
- Serve as a member of the division's executive leadership team guiding division-wide fundraising and engagement strategy.
- Serve on university committees as division designee.
- Manage division administration including purchasing, scholarships, logistics, and facility management.

## MINIMUM REQUIREMENTS:

- The educational requirements, experience, and skills necessary to perform the duties of the position.
- Bachelor's degree in related field
- Certified Public Accountant
- 4 or more years of leading across organizations
- 5-7 years of management or supervisory experience

## PREFERRED QUALIFICATIONS:

- The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.
- Master's degree in accounting, finance, or related field.
- 7-10 years of related experience.

- Five more years in public education institution or in a nonprofit organization.
- Experience working with external auditors, internal controls, and compliance related issues.
- Experience working and collaborating with a nonprofit board of directors.
- Possess a broad understanding of best practices in financial management, operation, technology, and organizational development.
- Experience working with endowment investments and public markets.
- Experience working with higher education forms of revenue-generating initiatives such as real estate development and intellectual property.

## KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:

- Demonstrated experience working in and with culturally diverse communities.
- Demonstrated ability to set the tone for a department driven on professionalism, productivity, responsiveness, a strong work ethic, responsibility, collaboration, open communication, mutual respect, and achievement.
- Flexibility and the demonstrated ability to thrive in fast-paced, complex, academic environment while juggling numerous projects and satisfying numerous constituents simultaneously.
- An ability to serve as a motivator and mentor to staff while increasing the level of performance and accountability.
- Demonstrated ability to develop strategic plans, implement programs and manage and implement change.
- Understanding of GAAP, GASB, FASB, SOX.
- Experience with a constituent database and accounting software.
- Experience with ERP Systems (Peoplesoft preferred).
- Experience with accounts payable and receivable accounting duties.
- Outstanding interpersonal and relationship building skills
- Excellent communication skills including verbal, written, and presentation skills.
- Experience working with real estate, intellectual property, or venture capital projects.





## APPLICATION AND NOMINATION PROCESSES

Northern Arizona University has enlisted the support of Academic Search for this search. Those who are considering applying are encouraged to schedule a confidential conversation with the senior consultant, Ms. Kate Nolde, at [kate.nolde@academicsearch.org](mailto:kate.nolde@academicsearch.org). You may also go to her calendar to book an appointment at: [Book time with Kate](#),

### **Applications should consist of the following documents, to be submitted electronically**

- A detailed letter of interest addressing the leadership agenda and qualifications as outlined in this profile.
- A full resume with relevant administrative responsibilities and accomplishments.
- A list of five professional references, including names, phone numbers, and email addresses, noting the candidate's relationship for each reference. References will not be contacted until later in the search process and only with the candidate's permission.

Application materials, nominations, and expressions of interest should be submitted to [NAUCFO@academicsearch.org](mailto:NAUCFO@academicsearch.org). Nominations should include the nominee's full name, position, institution/organization, and email address.

Although applications will be reviewed until the position is filled, to ensure consideration by the Search Committee, application materials should be sent to [NAUCFO@academicsearch.org](mailto:NAUCFO@academicsearch.org) by **April 18, 2025**. Finalists for the position will participate in campus interviews that will include a public presentation. A background check (including identity, degree verification, and criminal records check) must be completed satisfactorily for the candidate, contingent on acceptance of position.

*Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.*

*EEO is the Law Poster and Supplements*

*NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.*

# ABOUT ACADEMIC SEARCH

Academic Search is assisting Northern Arizona University in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

