

SEARCH PROFILE:

VICE PRESIDENT FOR ADMINISTRATION AND
FINANCE AND CHIEF FINANCIAL OFFICER



Cal Poly Pomona

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California State Polytechnic University, Pomona (Cal Poly Pomona or CPP) seeks a new Vice President for Administration and Finance and Chief Financial Officer (VPAF/ CFO) to provide leadership to further advance CPP as an innovative 21st century inclusive polytechnic university. Ideally, the new VPAF/ CFO will take office no later than July 1, 2025.



ABOUT CAL POLY POMONA

Cal Poly Pomona is one of three polytechnic universities in the 23-campus [California State University](#) system and among 12 such institutions nationwide. Since its founding in 1938, the university has offered a unique education steeped in experiential learning. With a variety of degree programs in the arts, humanities, sciences, engineering, and professional disciplines, the university is well known for its learn-by-doing philosophy. The university is noted for its scenic and historic 1,400-acre campus, which was once the winter ranch of cereal magnate W.K. Kellogg. The university's nearly 28,000 students are taught and mentored by the campus's more than 1,400 faculty as part of 54 baccalaureate and 29 master's degree programs, 11 credential and certificate programs, and a doctoral program in educational leadership.

Highly regarded among its peer institutions, Cal Poly Pomona is No. 2 in the *U.S. News and World Report* rankings of top public regional universities in the west and was named the No. 15 best value college in the nation by *Money Magazine*. Cal Poly Pomona is a Hispanic-Serving Institution, stands as a national leader in promoting [social mobility](#), and was placed among the 25 top institutions in the country in awarding bachelor's degrees to minoritized students by *Diverse Issues in Higher Education*. Cal Poly Pomona has recently achieved R2 (high research activity) designation in the Carnegie Classifications of Institutions of Higher Education.

In the fall of 2024, California residents comprise the majority (96%) of applicants to undergraduate programs at Cal Poly Pomona. Approximately 55% of CPP students are first generation, 70% receive financial aid, and 44% qualify as Pell-eligible. The university enrolls a diverse student body that identifies as 54% Hispanic/Latino, 21% Asian, 13% White, 2% Black, 5% International, 4% two or more races, 3% unknown, less than 1% Native Hawaiian or Native Pacific Islander, and less than 1% Native American Indigenous. About 45% of the student body were STEM majors with the top enrolled programs being psychology, mechanical engineering, civil engineering, biology, and computer science.

The Cal Poly Pomona campus is nestled in the beautiful San Gabriel Valley less than 30 miles east of downtown Los Angeles at the intersection of Los Angeles, Orange, Riverside and San Bernardino counties. It is within an hour's drive of beaches, mountains, and deserts. The university's history and geography are unlike any other institution in the region. Nowhere else can students ride an Arabian horse, practice on a Steinway piano, bring a new product to market, and build a liquid-fueled rocket. For additional information about the university, please visit www.cpp.edu.

PRINCIPLES OF COMMUNITY

At Cal Poly Pomona, the Principles of Community define how we engage, collaborate, and uphold our mission to foster student success and institutional excellence. We are committed to mutual respect, recognizing the inherent dignity of every individual, and valuing diverse perspectives. We foster growth, creating opportunities for intellectual, professional, and personal development. We cultivate belonging, ensuring an inclusive and welcoming environment where all feel empowered to contribute. And we act with integrity, upholding the highest standards of ethical behavior, transparency, and fairness in all aspects of our work. These principles guide us in building a supportive and intellectually vibrant university.

As CPP seeks its next Vice President for Administration and Finance & Chief Financial Officer, we invite a leader who embodies these values and will champion fiscal responsibility, equity, and community engagement. The ideal candidate will bring a commitment to ethical leadership, strategic financial stewardship, and student-centered decision making that aligns with the university's mission to provide accessible, hands-on education that transforms lives.

DIVISION OF ADMINISTRATIVE AFFAIRS

The Division of Administrative Affairs manages essential administrative and financial responsibilities to support the university in achieving excellence in teaching and learning and promoting student success. The division strives to operate effectively and efficiently, maintain productive and cooperative relationships, and promote a high quality of life for students, faculty, and staff. The division oversees a range of administrative functions including facilities planning and management; financial services; budget planning and analysis; risk management/environmental health and safety; procurement and strategic sourcing; internal audit, university police and public safety, and with additional responsibilities for the Cal Poly Pomona Foundation, Inc. (DBA “CPP Enterprises”). The university operates a \$400 million budget.

The VPAF/CFO oversees the university budget and maintains a close working relationship with three campus-

based auxiliary organizations, including a reporting line to the CEO of the CPP Enterprise Foundation. The VPAF/CFO also works closely with the leadership of the CPP Philanthropic Foundation and Associated Students Inc., a \$20-million student auxiliary organization funded primarily from student fees and maintains a dotted-line reporting relationship with both. CPP Enterprise oversees contracts and grants, as well as commercial operations (including dining, housing and leasing operations, and the bookstore).

The CPP Foundation operates independently, but in collaboration with the university. This distinction allows for separation from state funds and greater nimbleness and autonomy around creative financial growth and investment. The CPP Philanthropic Foundation manages the University’s philanthropic assets including the investment and management of the university’s \$195 million endowment portfolio.





THE LEADERSHIP OPPORTUNITY

As one of six senior executive officers reporting to the President, the Vice President for Administration and Finance & Chief Financial Officer is responsible for the majority of administrative and financial affairs across campus. As a senior cabinet member, the VPAF/CFO also sits on the Board of CPP Enterprises and chairs the Foundation's finance committee and is a designated director on the Board of the CPP Philanthropic Foundation. The VPAF/CFO is responsible for the management and policy decisions of the division and works in collaboration with CPP Enterprises on all property development, land lease, and real estate development activities. In addition, the VPAF/CFO interfaces frequently with Associated Students, Incorporated leadership on student-related financial issues and the CPP Philanthropic Foundation on advancement-related matters.

The VPAF/CFO manages a wide variety of operational and policy matters including, but not limited to, strategic contracting for services; oversight of design and construction; compliance and risk management; deferred maintenance; cash management; workflow management and operational efficiency; external audits; and the acquisition and lease of real property. Additionally, the

VPAF/CFO provides strategic leadership and oversight in long-range plans, with emphasis on capital budget strategy, real estate transactions, capital project design and delivery, strategic land use, and site planning utilizing sustainable business practices with respect to environmental impact assessments. The VPAF/CFO will oversee all aspects of accounting operations, such as receivables, payables, and financial reporting. Finally, the VPAA/CFO works collaboratively with Vice President for Academic Affairs and Provost in support of the CPP's academic mission.

Cal Poly Pomona has maintained strong student interest and enrollment, even as enrollment across the CSU system has declined. However, given reductions in state allocation to the CSU projected for FY 25-26 and rising mandatory operating costs, the campus is facing a budget deficit of \$37.9 million. The VPAF/CFO will be a leader of the campus budget strategy to reduce costs and balance the budget, working collaboratively with the senior leadership team and the President to shape a sustainable approach to institutional financial stability. For key budget highlights, please visit: <https://www.cpp.edu/fas/financial-transparency/key-budget-highlights.shtml>

THE LEADERSHIP OPPORTUNITY (CONT.)

CPP will also be welcoming a new President over the next academic year. After 11 years of leadership President Soraya Coley is retiring at the end of July, and the VPAF/CFO will be a critical leader for the campus during a pivotal shift in presidential leadership.

THE ESSENTIAL FUNCTIONS OF THE VPAF/CFO'S ROLE ARE TO:

- Develop a thorough and comprehensive understanding of the university, its culture, and its mission by developing strong working relationships and communication platforms across constituencies, including the Cabinet, leadership in Academic Affairs, leaders and staff in Administrative Affairs, university functional areas, faculty, students, and external community members. The VPAF/CFO must foster a collaborative and bilateral relationship with the Division of Academic Affairs, working closely with the Provost to align the university's resources with its broader academic and educational goals.
 - Finalize the development of the campus master plan to meet the evolving needs of the university, and creatively advance real estate development, and other revenue-producing opportunities. The VPAF/CFO will provide leadership and oversight in facilities management, long-range development plans, capital project design, and delivery strategies. Develop plans for strategic land use, site planning, and real estate transactions including, but not limited to, future development of the Lanterman property, championing the university's "live, learn, work, play" vision of an innovative space while championing sustainable practices in alignment with community needs and expectations. Working closely with the campus auxiliary organizations, including the
- CPP Enterprises, the VPAF/CFO will seek and develop new and creative opportunities for revenue-generation across campus.
 - Communicate complex financial information in accessible terms within a shared governance environment, to include sharing the rationale behind critical financial decisions and overall approaches to budget planning. Providing a broad sense of the scope of considerations and contextual factors that have informed decisions to ensure constituents gain an understanding even with disappointing determinations. Be thoughtful in communication, open to feedback, and strategic in approach, tailoring messaging appropriately for any given audience. Must be an advocate on behalf of the university, working collaboratively with and effectively communicating needs to the CSU Chancellor's Office and other external stakeholders, including the City of Pomona.
 - Lead and direct priority business process improvements to include streamlining processes, moving from manual to automated systems, and proactively targeting strategic investment in technology and infrastructure to meet campus needs. While adhering to system-wide policies, support a culture of problem solving and innovation, collaborate with partners across the community and within the CSU to seek opportunities for optimizing and leveraging resources through shared services and utilization of other creative funding models.
 - Foster an inclusive culture and model CPP Principles of Community by creating an environment of open communication, transparency, and cross-functional interaction, one that places a high value on teamwork, integration, and collaboration.



QUALIFICATIONS

REQUIRED

- Master's degree from an accredited institution.
- Demonstrated experience with strategic planning and implementation.
- Master planning and capital budgeting experience and knowledge of real estate and land use development.
- Strong financial acumen with demonstrated in-depth knowledge of fiscal operation and principles.
- Demonstrated experience with strategic budgeting, forecasting, and financial planning.
- Knowledge and proficiency with Generally Accepted Accounting Principles (GAAP).
- Facilities management experience required, with a track record in addressing deferred maintenance and new construction needs.
- Five years of directly related experience in progressively responsible business/financial level management, preferably at a senior level.
- Demonstrated experience in managing, leading, and influencing a complex organization.

PREFERRED

- Experience in a higher education system and/or campus.
- Exceptional communication and collaboration skills; ability to participate in consultative processes with faculty and student groups to achieve consensus and build greater integration among academic and non-academic units.
- Experience overseeing or working closely with campus auxiliary/commercial enterprise units.

- Ability to serve as a bridge between Academic Affairs and Administrative Affairs and facilitate positive and productive conversations among a range of internal and external constituencies.
- A student-centered orientation, with demonstrated experience building more diverse, equitable, and inclusive environments.
- Demonstrated success in generating revenue streams within a university setting.
- Knowledge and experience in labor relations/ collective bargaining, training and development, and problem solving.
- Ability to promote an emphasis on the investment in talent development and effective management priorities.
- Demonstrated leadership in personnel management, team building, and creating an environment that supports employee well-being.
- Experience working with university police, security, emergency management, and with crisis management.
- Demonstrated commitment to sustainable practices.
- Experience with and/or an understanding of shared governance.
- Demonstrated ability to create, participate in, and lead teams.
- Professional Certifications including CPA, CFA, CMA or related and appropriate professional certifications/licenses.





APPLICATIONS AND NOMINATIONS

Academic Search is assisting Cal Poly Pomona in this search. Prospective candidates may arrange a confidential conversation about this opportunity with the two senior consultants leading the search: Dr. Cynthia Patterson (Cynthia.Patterson@academicsearch.org) or Dr. Maria Thompson (Maria.Thompson@academicsearch.org). Please include a copy of your CV to inform the conversation.

The Search Committee will begin reviewing candidates immediately and will continue until the position is filled. Priority consideration will be given to materials received by **Wednesday, April 9, 2025**. To apply, a candidate should submit *three separate PDF documents* to CPPVPAF-CFO@academicsearch.org: 1) a letter of intent addressing how the candidate's experiences match the position requirements; 2) a current CV/

resume; and 3) contact information for at least five professional references, including email addresses and a brief note of the candidate's working relationship with each. References will not be contacted without the prior knowledge and approval of the candidate and at a later stage in the search.

If you have any questions or if you have a disability and need accommodation with pre-employment processes (applications, interviews, etc.), please contact the ADA Coordinator by email at ADACoordinator@cpp.edu. When submitting a nomination, please include the nominee's full name, title, position, and email address and send to CPPVPAF-CFO@academicsearch.org.

The salary for this position will be \$290,000 to \$345,000. More information is available at: <https://www.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>.

EMPLOYMENT REQUIREMENTS

The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interests on an annual basis, complete ethics training within 6 months of appointment, and take this training every other year thereafter.

Cal Poly Pomona will make a conditional offer of employment to the final job candidate, pending the satisfactory completion of a background check (including a criminal records check). The conditional offer of employment may be rescinded if the background check reveals disqualifying information and/or it is discovered that the candidate knowingly withheld or falsified information.

In determining the suitability of the candidate for the position, Cal Poly Pomona will give an individualized assessment of any information that the applicant submits for consideration regarding the criminal conviction history, such as the nature, gravity, and recency of the conviction, the candidate's conduct, performance or rehabilitation efforts since the conviction and the nature of the job applied for. For more information, go to <https://calstate.policystat.com/policy/13813878/latest/#autoid-z9jm8>.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017, as a condition of employment.

UNIVERSITY STATEMENT

Cal Poly Pomona provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every student and employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. Cal Poly Pomona complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California's Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU's Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment,

and retaliation in all university programs, policies, and practices.

Cal Poly Pomona is a diverse community of individuals who represent many perspectives, beliefs and identities, committed to fostering an inclusive, respectful, and intellectually vibrant environment. We cultivate a culture of open dialogue, mutual respect, and belonging to support educational excellence and student success. Through academic programs, student organizations and activities, faculty initiatives, and community partnerships, we encourage meaningful engagement with diverse perspectives. As a higher education institution, we are dedicated to advancing knowledge and empowering individuals to reach their full potential by prioritizing inclusive curriculum development, faculty and staff training, student mentorship, and comprehensive support programs. At Cal Poly Pomona, excellence is built on merit, talent, diversity, accessibility, and equal opportunity for all.



ABOUT ACADEMIC SEARCH

Academic Search is assisting Cal Poly Pomona 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.

