



## Vice President for Finance and Administration and CFO

Linfield University seeks an experienced, innovative, and collaborative leader to serve as the next Vice President for Finance and Administration and Chief Financial Officer (VPFA).

During this time of growth and change at Linfield, the VPFA will have an opportunity to help shape the future of the University as it builds upon its reputation as one of the premier liberal arts institutions in the Pacific Northwest. Linfield occupies a unique space in the world of higher education, offering a traditional, in-person liberal arts undergraduate experience as well as the [School of Business](#) on its McMinnville campus, the [School of Nursing](#) on its Portland campus, and [online and continuing education](#) programs for distance learners. The VPFA will be responsible for overseeing all of the finance and administrative functions across the University and will develop short- and long-term planning that will strengthen Linfield's financial position into the future.

The VPFA will collaborate with leaders across all of Linfield's units to identify opportunities to maximize financial and operational efficiency, build upon the University's resources, and enable deployment of funds where they will have the greatest impact. Considering the evolution and growing complexity of Linfield in recent years, the VPFA will have an opportunity to analyze the current budgeting model and determine where there are opportunities to strengthen the University's financial position now and in the future. With particular focus on preserving Linfield's values, the VPFA will be responsible for managing and sustaining continued growth in student population, physical spaces, and programmatic offerings.

As the new strategic plan for Linfield emerges this year, the VPFA will be instrumental in connecting the appropriate resources with ambitious initiatives articulated in the plan. Working together with students, faculty, staff, administrators, the board of trustees, and other community members, the VPFA will play an essential role in ensuring that continued growth and enhancements to the Linfield experience are planned for in a fiscally responsible and sustainable manner. This is a time of great optimism and opportunity for Linfield, and the VPFA will have an opportunity to oversee transformational initiatives as the University continues to strengthen its position as a leader in shaping the future of higher education.

### ABOUT THE UNIVERSITY

Established in 1858, Linfield University is an independent, coeducational comprehensive university that combines a strong emphasis on the liberal arts with a commitment to professional and interdisciplinary programs. Linfield offers high-quality academic programs and emphasizes strong support for individual

students with a favorable student-faculty ratio of 10 to 1. The University is historically affiliated with the American Baptist Churches, U.S.A. and is committed to the principles of academic and religious freedom. Linfield is fully accredited by the Northwest Commission on Colleges and Universities. The McMinnville, Oregon campus includes 79 buildings on 189 acres. A second campus, home to the School of Nursing, is located in northeast Portland. The Portland, Oregon, campus includes 11 buildings on 20 acres. A third program, Linfield University Online and Continuing Education, offers students the opportunity to pursue coursework, degrees, and certificates online. Enrollment totals more than 1,900 with students coming from 24 states and 23 countries. Linfield has been ranked 1st among liberal arts universities in the Pacific Northwest for ethnic diversity of students according to *U.S. News & World Report*.

Linfield places a strong emphasis on experiential education that creates a rich learning environment. Special features of Linfield University include study abroad programs in 15 countries; a one-month January Term for intensive study; and internships and student research opportunities in a variety of disciplines. Half of all Linfield graduates study outside the U.S. and the University pays the full airfare for every student's first study abroad experience.

McMinnville is at the heart of Oregon's wine country in the Willamette Valley. The city is 35 miles from Portland and an hour from Pacific Ocean beaches. *Sunset* magazine ranked McMinnville as a top 20 "dream town" and *Bon Appetit* rated the city one of the six "foodiest towns" in the United States. In a state famed for its incredible natural beauty, the Northwest Oregon region also provides easy access to a wide variety of outdoor recreation opportunities.

## Leadership

Dr. Miles K. Davis is the 20th president of Linfield University. Davis has a Ph.D. in human and organizational sciences from The George Washington University, an M.A. in human resource development from Bowie State University and a B.A. in communications from Duquesne University. He was the inaugural chair of the management science department at the Harry F. Byrd Jr. School of Business at Shenandoah University and became the founding director of its Institute for Entrepreneurship. Dr. Davis went on to become the dean of the Harry F. Byrd, Jr. School of business.

Davis is an authority on entrepreneurship whose most recent work focuses on integrity, values, and principles in the business world, as well as faith-based entrepreneurship. He helps organizations manage cultural and structural changes, strategic planning, leadership development, and strategic growth initiatives.

He is a member of the Society of Leadership Fellows at St. George's House (their first non-U.K.-based member), an organization based out of Windsor Castle in England that brings together world leaders in a variety of fields to analyze contemporary issues. Davis is also the first college president to come out of The PhD Project, a network that helps members of underrepresented communities attain doctorates and become leaders in higher education. Recently, Dr. Davis was appointed to the Board of Directors of the National Association Independent Colleges and Universities (NAICU). NAICU is the official policy and lobbying arm of nonprofit private higher education in the USA. Dr. Davis has won numerous awards including awards of service from the NAACP and the "Drum Major for Justice Award" from the United Churches of Christ. He has also won recognition for his interfaith work from the Islamic Society of North American and the United Methodist Church.

Dr. Davis is a much sought-after speaker on the topics of: organizational change, ethical, moral and principled leadership, and the need to transform higher education.

## THE ROLE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

Reporting directly to President Davis, the VPFA will oversee a range of financial and administrative functions and positions including:

- [Financial Services/Controller](#)
- Budget
- [Environmental Health and Safety](#)
- [Facilities and Auxiliary Services](#)
- [Human Resources](#)
- [Information Services](#)
- Executive Administrative Assistant

Working in collaboration with leaders and colleagues across the University, the VPFA will be responsible for overseeing the composition and administration of Linfield's \$60 million budget. They will oversee all financial reporting systems and ensure that reporting is conducted in an accurate, timely, and transparent manner. The VPFA will also be responsible for all facilities and auxiliary services, developing appropriate plans for adding to the physical plant as necessary, maintaining existing buildings, and ensuring that facilities are utilized to optimize student, faculty, and staff experience, as well as provide revenue-producing opportunities for the University.

The VPFA will oversee all human resource functions including recruitment, payroll, and benefits. They will work closely with the Director of Human Resources in the development and governance of University policies, always with consideration for their effect on members of the Linfield community and the overall health of the University. The VPFA will also work closely with colleagues across all areas of the University to understand their needs and how the Office of Finance and Administration can best support their work. Through interactions with senior leadership, student leaders, student affairs staff, faculty, chairs, deans, athletics, enrollment, advancement, and other colleagues, the VPFA will build a comprehensive understanding of the University's curricular and programmatic aspirations and develop the framework for achieving ambitious goals while maintaining and building even greater financial stability.

The VPFA will be an essential spokesperson for Linfield, articulating financial and operational information to both internal and external audiences. They will communicate with clarity and transparency and will ensure that there are strong bridges between the Office of the VPFA and all other areas of the University. The VPFA will identify and work with third parties and community members in and around McMinnville and Portland to advance the strategic goals of the University, as well as support and contribute to the communities surrounding both campuses.

## OPPORTUNITIES FOR THE NEW VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CFO

The next VPFA will bring innovative and collaborative leadership to the following opportunities:

**Continue to strengthen Linfield's financial position through innovative resource growth and stewardship:**

The VPFA will be responsible for identifying opportunities to further strengthen Linfield's financial position now and in the future. The VPFA will conduct cost and expense analyses to determine where there are opportunities to increase efficiency throughout the University. They will also exhibit innovation and creativity to identify opportunities to build new revenue streams for the University, working in close partnership with colleagues from all areas of the University, including the Office of Advancement. In making determinations about the short- and long-term budgeting model for Linfield, the VPFA will always ensure that decisions are made in accordance with the core values of the University, and that initiatives are designed to support its overall strategic direction.

**Manage and lead through continued growth and change:** As Linfield continues to grow into its new paradigm as a liberal-arts-focused institution with graduate and online programs, the VPFA will provide sound guidance to ensure the University's evolution is supported with sustainable financial and operational frameworks in place. The VPFA will collaborate across all units of the University to ensure that there are clear lines of communication, and that needs are being met to support growth and innovation, to the extent possible. They will work with other University leaders to develop ambitious and pragmatic plans that will allow the University to continue on its upward trajectory, ensuring fiscal responsibility remains central to the planning process.

**Collaborate with academic leaders to plan and support programmatic innovation and expansion:** It is critically important that the VPFA works in close collaboration with Linfield's academic leaders to ensure that financial and administrative initiatives are in support of the academic mission of the University. As Linfield continues to build upon its strengths and explore new programmatic territories, the VPFA will take an approach that ensures academic excellence remains at the forefront of planning processes, and that students, faculty, staff, and administrators have the tools and resources they need to be successful in their endeavors. The VPFA will take a collaborative approach to decision-making with the goal of building consensus and considering varied viewpoints from the range of stakeholders affected by their decisions and policies.

**Continue to champion initiatives in support of a diverse and inclusive learning community:** Linfield University is proud to be a diverse, inclusive, equitable, and justice-seeking community, embracing different perspectives, backgrounds, identities, and life experiences among its members. The VPFA will play an essential role in ensuring that Linfield continues its journey to become an even more inclusive and supportive learning community. As the VPFA makes decisions and establishes policies, they will take into consideration the potential implications and how they will affect community members from all backgrounds and experiences. The VPFA will also work closely with the Office of Admission and Aid, the Office of Advancement, academic leaders, and other colleagues to identify opportunities for the University to be even more supportive of people from underrepresented communities and devote resources to building systems and structures that will allow all community members to thrive and achieve.

**Contribute to strengthening and building upon a culture of collegiality, collaboration and cooperation throughout the entire university:** It is essential that all work conducted through the Office of Finance and Administration is carried out in partnership with colleagues from other areas of the University, including academic affairs, student affairs, athletics, enrollment, and advancement. The VPFA should lead with a commitment to collaboration and collegiality and ensure that all colleagues within the VPFA's units are conducting their work under the same principles. The VPFA will strive to strengthen the reputation of their units as partners and collaborators who are committed to helping advance the mission of the

University. Through clear and transparent communication, the VPFA will continue to strengthen their understanding of colleagues' needs and ambitions, as well as respectfully articulate the potential financial and operational implications of pursuing new initiatives.

## DESIRED QUALIFICATIONS AND CHARACTERISTICS

The strongest candidates for the position of Vice President for Finance and Administration and CFO will demonstrate many of the following qualities, characteristics, and experiences:

- A record of stellar strategic, collaborative, and transparent leadership in financial and operational management;
- Superior understanding of finance and administrative operations in institutions of higher education or other organizations of similar size and complexity;
- Excellent oral and written communication and listening skills;
- Demonstrated ability to operate effectively in an environment of significant change and growth;
- A clear record of supporting and advancing initiatives that promote diversity, equity, and inclusion;
- A history of accomplishment in creating and managing financial and administrative systems and operations, including new revenue strategies;
- Proven experience with data management and analysis;
- Proven ability to oversee the preparation and monitoring of budgets and financial projections;
- Proven planning skills with a vision toward long-term sustainability;
- The ability to work successfully in a highly collaborative organization;
- A track record of successfully developing, managing, and mentoring a staff, as well as proven skills in building relationships with faculty, professional staff, students, and Board members;
- The ability to communicate complex information to a range of stakeholders with varied levels of experience and familiarity with financial terms and systems;
- Experience implementing and enhancing technology to improve both efficiency and service; and,
- The highest level of integrity and discretion.

**Linfield University Values Diversity:** Linfield University is actively engaged in promoting, advancing, and confirming its commitment to diversity and inclusion. The Linfield community believes that a diverse and vibrant Linfield contributes to academic excellence and critical thinking. Linfield welcomes applicants who bring a diversity of identity, culture, experience, perspective, and thought. All candidates are encouraged to address how their professional and lived experience, scholarship, teaching, mentorship, and/or service will build on Linfield's diversity and inclusion efforts.

For best consideration, please send all nominations and applications to:



Jim Sirianni, Managing Director  
Ethan Dubow, Managing Associate  
Storbeck Search  
[LinfieldCFO@storbecksearch.com](mailto:LinfieldCFO@storbecksearch.com)

For more information about Linfield University, please visit: <https://www.linfield.edu/>