

Chief Financial Officer/Administrative Dean

Department: Finance

Reports to: President

FLSA status: Exempt

Pay rate type: Salary

Appointment type: Full-time, permanent, benefits eligible

Summary

The Chief Financial Officer/Administrative Dean (CFO/AD) is a senior leadership position responsible for the finances and human resources of the institution, as well as providing oversight of several areas such as the business office, facilities/safety, energy/sustainability, and information technology. Reporting to the president, the CFO/AD partners closely with institutional leadership and the Board of Trustees to guide financially sound decision-making and ensure the college's long-term financial health in alignment with its mission and goals.

Essential job functions

- Lead financial strategy, budgeting, forecasting, and long-term planning
- Serve as senior HR leader, overseeing policies, benefits, and systems for employee recruitment and retention, liaising with legal counsel as needed, and chairing the college's Personnel Committee
- Oversee cash flow management and financial performance
- Provide clear financial reporting and analysis to the president, cabinet, Board, and other stakeholders including students, faculty, and staff
- Support institutional sustainability through revenue planning, cost management, and risk mitigation
- Partner with academic leadership to align financial and programmatic priorities
- Serve as staff liaison to Board Finance, Investment, and Audit Committees
- Supervise direct reports including the controller, chief facilities and safety officer, IT staff, Title IX coordinator, and the director of energy
- Oversee audits, compliance, internal controls, and institutional risk management
- Foster a collaborative, transparent, and accountable organizational culture
- Serve as a member of the president's cabinet
- Other duties as assigned

Qualifications

Required

- Bachelor's degree
- Significant leadership experience in nonprofit financial and administrative management
- Expertise in financial planning, budgeting, and organizational strategy
- Knowledge of accounting principles, investments, cash management, HR practices, and risk management
- Experience leading diverse teams and complex operations
- Ability to manage multiple tasks, shifting priorities, and time-sensitive work
- Strong communication, collaboration, and problem-solving skills
- Integrity, sound judgment, and ability to manage confidential information

Preferred

- Advanced degree in a relevant field
- Experience in higher education finance, especially small institutions
- Experience working with boards and shared governance
- Demonstrated ability to build and retain strong teams
- Familiarity with institutional facilities and technology operations

Working conditions / physical demands

The statements below describe the general working conditions and physical/mental demands typically associated with positions at the college. They are not intended to cover every situation or to imply that all duties are required for every role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Work will typically occur in an office setting; some work may occur in outdoor campus areas, on other college facilities and online.
- Typical physical demands include:
 - Extended periods of computer use, including keyboard and mouse.
 - Remaining seated or standing for extended periods while working at a computer or in meetings.
 - Navigating a multi-story campus, including using stairs in buildings without elevators.
 - Lifting or moving items up to 10 pounds
- Work during weekends and evenings will at times be required

Compensation

Annual salary range is \$105,000-\$130,000, commensurate with experience

Benefits package includes health, dental, and life insurance, retirement, vacation, short- and long-term disability, and College of the Atlantic tuition relief for employee and dependents.

Equal opportunity

COA is an equal opportunity employer and is committed to fostering learning and working environments free from discrimination. The college adheres to all applicable state and federal equal opportunity laws and regulations. In employment, admissions, and access to our educational programs, COA does not discriminate on the basis of age, race, color, sex or gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, genetic predisposition, national or ethnic origin, citizenship status, veteran status, marital or partnership status, or any other legally protected status.

About College of the Atlantic

COA enriches the liberal arts tradition through a distinctive educational philosophy—human ecology—which integrates knowledge from all academic disciplines and from personal experience to investigate, and ultimately improve, the relationships between human beings and our social, natural, and built environments. The human-ecological perspective guides teaching, learning, research, and engagement at the college. Our approximately 350 students, 30 full-time faculty, and 75 staff members share a commitment to place-based, interdisciplinary, experiential learning, while envisioning a world where people value creativity, intellectual achievement, and the diversity of nature and human cultures.

To Apply

Interested candidates should submit the following materials to Heather Albert-Knopp, Chief Operating Officer, cfo-search@coa.edu; a cover letter describing your interest in, and qualifications for, this position; a resume or curriculum vitae; and contact information for three professional references. Application review will continue until the position is filled.