

SEARCH PROFILE:

CHIEF FINANCIAL OFFICER



NOTRE DAME

DE NAMUR UNIVERSITY

CONTENTS

THE OPPORTUNITY	3
THE INSTITUTION	4
UNIVERSITY LEADERSHIP	6
THE POSITION	7
APPLICATION AND NOMINATION PROCESS	9



THE OPPORTUNITY

Notre Dame de Namur University (NDNU) is seeking a strategic leader as its next Chief Financial Officer (CFO). This is an extraordinary opportunity to contribute meaningfully at a transformative juncture for NDNU. The CFO will report to the newly appointed President, Leamor Kahanov, and work alongside a team of committed, mission-driven professionals. A hybrid work arrangement may be negotiable, with regular on-campus presence expected.



THE INSTITUTION

Notre Dame de Namur University (NDNU) is a Catholic, not-for-profit, coeducational institution serving adult learners from diverse backgrounds. Established in 1851 by the Sisters of Notre Dame de Namur, NDNU is the third-oldest college in California and the first authorized to grant women a baccalaureate degree. The university is WSCUC accredited and offers master's degrees in business, education, and psychology, undergraduate degree completion programs in business administration and psychology, along with teacher credential programs. NDNU has a long-standing commitment to education grounded in integrity, justice, service, and care for the whole person.

Notre Dame de Namur University's historic campus is in Belmont, California, situated between San Francisco and Silicon Valley. The Belmont site encompasses approximately 96 acres of developed campus and adjacent open space. Today, NDNU serves a modest, primarily graduate, credential, and adult student population, consistent with its focused academic mission and program mix. NDNU is accredited by WSCUC.

NDNU currently has a stable financial footing and has emerged from recent re-envisioning as an adult-learner undergraduate-completion and graduate-focused university serving adults through flexible, career-aligned programs designed to meet the evolving needs of Silicon Valley and beyond. With growing enrollment, strengthened financial stability, and expanded academic offerings, the university is well-positioned for sustained growth and long-term impact.

In 2025, NDNU completed the [sale of its Belmont campus](#) property to UC Investments, the investment arm of the University of California, following required institutional and ecclesiastical approvals. NDNU continues to operate on the Belmont site through a five-year lease-back arrangement,

UNIVERSITY DATA

422
students

90%
graduate level

76%
women students

23%
men students

1%
gender non-binary
or did not disclose

52%
underrepresented
minority students

78
degrees awarded
(2025-26)

166
FTE faculty and staff

\$21.4
million
operating budget

providing continuity during a period of institutional transition while the University aligns its facilities, enrollment scale, and operational footprint with its evolving academic mission for long-term financial sustainability. NDNU will eventually relocate to a site that is sized appropriately for its operations. Such site is anticipated to be within the local community to continue its influence and engagement in the Peninsula region.

THE INSTITUTION (CONT.)

NDNU currently focuses on graduate education, credential programs, and adult learning. Academic offerings are organized within three primary academic units:

School of Business and Management: offering graduate programs and undergraduate degree-completion pathways focused on applied, values-centered leadership.

School of Education: offering master's degrees, teacher credential programs accredited by the California Commission on Teacher Credentialing, and integrated credential/graduate pathways.

School of Psychology: offering undergraduate degree-completion and graduate programs with an emphasis on applied psychology and whole-person development.

Programs are designed to meet the needs of working professionals through flexible scheduling, multiple instructional modalities, and practice-oriented instruction.

MISSION, VISION, AND VALUES

Notre Dame de Namur University is rooted in the Catholic tradition and the values of the Sisters of Notre Dame de Namur. The University serves students and the broader community through professional and liberal arts education that integrates ethical leadership, community engagement, and a commitment to social justice and global peace.

NDNU aspires to be recognized as a leader in values-centered, community-engaged education, integrating liberal arts learning, professional preparation, and mission-driven practice across high-quality academic programs. Core values guiding institutional life include community, diversity, excellence, goodness, integrity, justice, learning, and service.

COMMITMENT TO STUDENT SUCCESS

NDNU supports student success through a personalized and holistic approach that includes academic advising and success coaching; individualized research and writing support; career planning and professional development services; interactive student success initiatives; and access to Handshake, a national career platform. These services are designed to promote student persistence, completion, and meaningful post-graduate outcomes.

MISSION STATEMENT

Notre Dame de Namur University provides transformative, professionally oriented education designed for learners who reflect the diversity of our world. Our graduates are highly skilled professionals and lifelong learners who work to transform the world through values-based professional work and community-based action for social justice. As an inclusive learning community, NDNU invites people from all walks of life to come together to honor the dignity, sacredness, and diversity of every person. Rooted in the inclusive values of the Sisters of Notre Dame de Namur, the Catholic intellectual tradition, and our liberal arts heritage, NDNU is guided by its Core Values and the Hallmarks of a Notre Dame de Namur Learning Community.

STRATEGIC PLAN

A [Strategic Plan](#) launched in spring 2025 outlines the primary goals with metrics:

- Fiscal Sustainability
- Build Market Recognition and Expand Brand Awareness
- Multimodal Educational Excellence
- Student Experience/ Centeredness/ Community
- Establish New and Enhance Existing External Partnerships and Alumni Relations

BOARD OF TRUSTEES

NDNU is governed by a Board of Trustees (BOT) comprised of 14 individuals, including community leaders and Sisters of Notre Dame de Namur, as well as the President. The CFO provides regular updates to the BOT about the financial standing of NDNU.





UNIVERSITY LEADERSHIP

The Board of Trustees has elected Leamor Kahanov, EdD, ATC/L, its 20th president, effective July 1, 2026. A nationally recognized higher education leader with more than two decades of executive academic experience, Dr. Kahanov joins NDNU at a defining moment, one marked by institutional revitalization, strategic transformation, and a renewed commitment to preparing students for the workforce of the future.

Dr. Kahanov comes to NDNU from Alvernia University, where she served as Provost and Senior Vice President for Academic Affairs. Throughout her career, she has led initiatives that strengthen academic quality, expand access, and drive sustainable enrollment growth.

Her leadership is distinguished by a focus on innovation and workforce alignment, including the development of new academic programs, expansion of online and hybrid learning, and the creation of partnerships with corporate, government, and nonprofit organizations. These efforts have generated significant support for student success initiatives and expanded pathways for learners seeking career advancement.

Dr. Kahanov's career is distinguished by her leadership in institutional strategic planning and student success initiatives. She has co-led strategic plans at multiple universities, developed and launched new academic programs, and implemented retention strategies that increased student persistence rates. She has also demonstrated a strong commitment to community engagement and revenue diversification, developing workforce-aligned programs such as "Apprentice to Degree" pathways and forming partnerships with corporate, government, and nonprofit organizations that have generated millions in annual support for academic and student success initiatives.



Dr. Kahanov holds a Doctorate in Education in Curriculum and Instruction from the University of San Francisco, a Master of Science in Exercise and Sports Sciences from the University of Arizona, and a bachelor's degree in Exercise Science and Athletic Training from Indiana University. She has also completed executive leadership programs at Harvard University and the American Association of State Colleges and Universities.



THE POSITION

The Chief Financial Officer serves as the University's senior financial executive and is responsible for the oversight and management of all financial and fiscal operations in support of the University's mission and strategic goals. Reporting to the President, the CFO is a member of the senior administrative team and serves as a key partner to institutional leadership and the Board of Trustees.

The CFO provides leadership in financial planning, policy development, budgeting, and the consistent application of sound fiscal practices. This role will focus on developing sound financial models, evaluating resource allocation, and providing data-informed guidance to support decisions related to staffing levels, compensation capacity, benefits costs, and operational priorities. By bringing a clear financial lens to institutional planning, the CFO will help leadership understand trade-offs, anticipate future obligations, and align budget decisions with the needs of the university and its employees.

The CFO is particularly important as NDNU continues to align its financial model, operational structure, and physical footprint with its academic mission and long-term sustainability goals.

RESPONSIBILITIES

Leadership responsibilities may be adjusted as the university moves forward with strategic planning and in response to identified needs.

Financial Leadership and Operations

- Provide leadership for comprehensive fiscal operations with an emphasis on transparency, accountability, collaboration, and clear and timely communication.

- Lead an integrated budgeting process aligned with institutional priorities and informed by enrollment and program trends.
- Oversee financial planning, forecasting, and modeling to support academic and operational decision-making.
- Coordinate the annual audit process and serve as the primary liaison with external auditors.
- Manage investments, cash flow, and banking relationships.
- Align financial planning with facilities master planning and capital needs.

Administrative and Institutional Leadership

- Provide executive oversight of administrative and financial services in support of the University's mission and strategic objectives.
- Oversee risk management functions, including insurance and related compliance matters.
- Serve as a member of the President's senior administrative team.
- Governance and Board Engagement
- Serve as the principal financial resource to the Board of Trustees, including the Audit, Finance, and Investment Committees.
- Support institutional governance through clear financial analysis and reporting.
- Serve on institutional committees as appropriate.

THE POSITION (CONT.)

People and Organizational Leadership

- Hire, supervise, mentor, and evaluate direct reports, including the Controller and accounting staff.
- Lead special projects as assigned by the President.
- Engage in professional development and participate in relevant professional associations.

LEADERSHIP AGENDA

Strategic planning and assessment for fiscal sustainability:

The sale of the physical property allows NDNU to re-imagine its offerings in a smaller location, focusing on the content delivery (much on-line) without the significant fiscal constraints of maintaining an historic site. The CFO will be a critical leader in identifying the new site that is consistent with the NDNU brand and community connection, assessing its operational issues, and standing up a new budget model for the campus. Program review and new models for funding, scholarship delivery, endowment and investment design will be collaboratively developed by the cabinet creating a sustainable and future-proof organization. The CFO will be a critical partner in this process.

Faculty and staff experience: The CFO will work with the cabinet to deliver a best-in-class employee experience. This means assessing and modernizing the institution's compensation and benefits framework, ensuring that it aligns with both market realities and the college's mission-driven culture. Working collaboratively across departments, the CFO will help cultivate a workplace environment where people feel valued, heard, and equipped to thrive. This includes advancing transparent financial practices, identifying opportunities to reinvest in people, and guiding strategic decisions that enhance recruitment, retention, and overall organizational wellbeing.

Business services operational excellence and integrity: The CFO will ensure that the business services/finance team functions at a high level with investment in professional development and adherence to best industry practices. Services will be streamlined to ensure a low level of

bureaucracy for employees and students, but with a high level of accountability. The CFO will analyze operations with an eye toward helping the campus accomplish activities through transparent and common-sense policies and practices. This may mean evaluating current practices and proposing improvements. This effort requires a politically astute approach that values the contributions of the team.

QUALIFICATIONS

Required Qualifications

- CPA, CMA, or comparable professional credential, and/or a master's degree in a relevant discipline. (A combination of experience and education may be considered for this requirement.)
- 3 years of progressively responsible experience in an organization with budget/ finance/ administration and/or operational responsibility.
- Demonstrated experience in organizational-level financial planning and budgeting.
- Experience implementing and managing comprehensive computer-based financial systems.
- Expertise in financial and managerial accounting standards and practices.
- Strong analytical, organizational, and communication skills.
- Ability to work collaboratively with senior leadership, trustees, faculty, and staff.
- Eligible to be bonded.

Preferred Qualifications

- Financial planning and budget oversight in higher education.
- Real estate and/or property management experience.
- Experience preparing for or conducting audits.
- Strong presentation skills and budget briefing experience for boards and/or principals.
- Experience crafting benefits packages.
- Experience in creating policies and procedures for streamlined budget management.





APPLICATIONS AND NOMINATIONS PROCESS

Notre Dame de Namur is being assisted by Academic Search. All inquiries, nominations, and applications will be held in strict confidence.

Although the search remains open until the position is filled, for best consideration, candidates should submit materials by August 17, 2026.

Applications should be submitted to <https://www.academicsearch.org/NDNUCFOApply>. Applications should include (in pdf format) the following documents: 1) A detailed cover letter expressing your interest in this position and addressing the qualifications and leadership agenda items outlined in the profile. 2) A current resume/curriculum vitae (CV).

Semi-finalists for the position will be invited for a confidential interview via Zoom. References will be requested at this time. Confidential nominations are welcomed and can be submitted to NDNUCFO@academicsearch.org.

To learn more about this opportunity and discuss your qualifications, potential applicants are encouraged to send a copy of their curriculum vitae to NDNUCFO@academicsearch.org for review by Senior Consultant, Stacey Morgan Foster, J.D.

OTHER INFORMATION

The anticipated hiring range is \$200,000 - \$250,000, depending upon on experience and qualifications.

Information about employee benefits can be found [here](#).

Start date is expected in December 2026 (negotiable).

In compliance with the Clery Act, NDNU publishes an Annual Security and Fire Safety Report. This report includes crime statistics and safety policies. You can access the report [here](#).

NDNU does not offer employment-based visa sponsorship for foreign nationals.

EQUAL OPPORTUNITY STATEMENT

Notre Dame de Namur University is firmly committed to non-discrimination in its hiring and employment practices. In compliance with applicable federal and state laws, the University makes employment decisions without regard to race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (including cancer-related or genetic conditions), disability, or any other status protected by law. NDNU provides reasonable accommodations for qualified individuals with disabilities.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Notre Dame de Namur 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.

