



Christian Brothers University



Executive Search Profile

Vice President for Administration & Finance / Chief Financial Officer



Christian Brothers University seeks a Vice President for Administration and Finance / Chief Financial Officer to ensure effective, efficient, and mission-aligned delivery of administrative services – including financial stewardship, facilities, information technology, human resources, and institutional risk management – supporting the long-term sustainability of Christian Brothers University.



The enclosed materials provide a comprehensive search profile outlining the position, institutional context, and leadership expectations.



Our Identity

Christian Brothers University is founded on the heritage and traditions of Lasallian education. While large enough to provide educational opportunities in the arts, business, education, engineering, and sciences, the University is small enough to promote teaching as ministry and to provide challenging student-centered learning and personal growth. Students of diverse cultures and religious traditions are encouraged to grow in their own faith.

The University welcomes students into an educational community of faith and service, one that is committed to academic excellence, the betterment of society and the care of God's creation.



Mission

CBU fosters academic excellence in a range of programs to prepare students from all faiths and backgrounds for careers and lives informed by the Lasallian values of faith, service, and community.



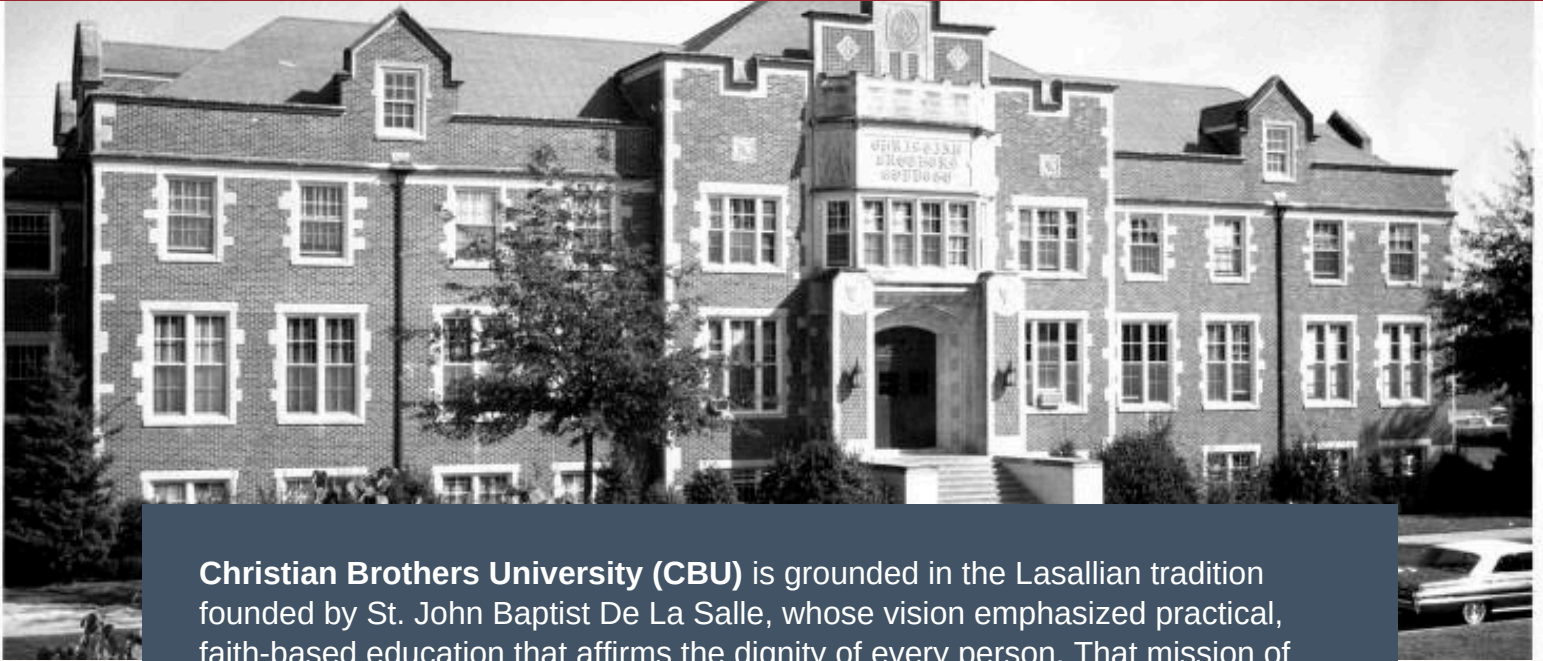
Core Values

Faith: Our belief in God permeates every facet of the University's life.

Service: We reach out to serve one another and those beyond our campus.

Community: We work to build better communities and a better society.

The History of CBU



Christian Brothers University (CBU) is grounded in the Lasallian tradition founded by St. John Baptist De La Salle, whose vision emphasized practical, faith-based education that affirms the dignity of every person. That mission of educating the whole person through faith, service, and scholarship continues to guide the University today.

CBU was founded in **1871** as Christian Brothers College during a challenging period in Memphis's history, opening on Adams Avenue with four Brothers and 87 students. Steady leadership in its early years helped the institution endure hardship and establish a strong foundation in the community.

Throughout the 20th century, the college expanded academically and physically, relocating to East Parkway in **1939**, becoming a four-year institution in **1953**, and embracing inclusion by integrating its high school in **1963** and admitting women in **1971**. These milestones reflected CBU's growing role in serving Memphis and advancing access to education.

In 1990, Christian Brothers College became Christian Brothers University. Today, CBU offers a broad range of undergraduate and graduate programs and is continuing to evolve through a developing partnership with Lewis University, a fellow Lasallian institution. This collaboration is expected to expand academic offerings, increase online and hybrid learning options, and drive innovation that meets the needs of today's students – ensuring CBU remains mission-centered, forward-looking, and responsive to a changing higher education landscape.



Academic Oversight



Academics

Nationally recognized for its strong STEM programs, including engineering and computer science, CBU also offers **rigorous programs** in business, education, and the liberal arts.

With more than **70** majors, minors, concentrations, and graduate degrees in high-demand fields such as Cybersecurity, Data Science, Business Administration, and Educational Leadership, CBU is bringing **innovative, workforce-aligned programs** to the Memphis region and beyond.

CBU welcomes students from more than **28 states** and **34 countries**, representing diverse cultures and religious traditions, while encouraging growth in both faith and learning.

Accreditation

Christian Brothers University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree, bachelor's degree, and the master's degree.

Governance

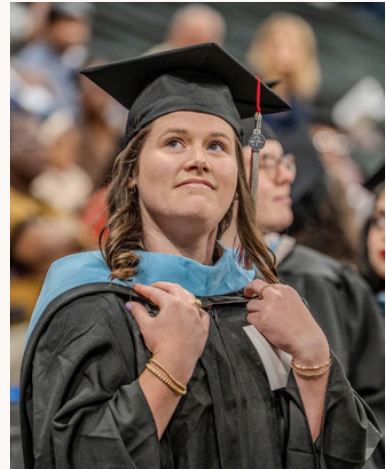
The Board of Trustees serves as the University's legal governing body, responsible for overseeing management, sustaining the Christian Brothers mission, selecting the President, approving the budget and academic programs, conferring honorary degrees, and advancing major fundraising efforts.

Faith, Service, Community: CBU

Why CBU?

CBU distinguishes itself through a combination of academic quality, student support, and community impact:

- **High-Value Degrees:** CBU offers competitive programs that align with Memphis' fastest-growing industries.
- **Commitment to Access and Affordability:** Recognized as one of U.S. News & World Report's Best Value Schools, CBU provides generous scholarships and financial aid, including the Day Foundation La Salle Scholars Program.
- **Service and Social Impact:** Rooted in the Lasallian tradition, CBU cultivates a culture of service, leadership, and justice that extends beyond the classroom.
- **Career and Workforce Readiness:** 98% of CBU graduates are employed or in graduate school within 6–12 months, well above the national average of 65%. Strong internships, local partnerships, and an alumni network with 83% staying in Memphis keep our graduates in high demand.
- **Connected Campus Community:** With student organizations and signature events like BucMania and September of Service, CBU fosters a sense of belonging and Buc spirit.



Why Memphis?

HOME OF THE BLUES & BIRTHPLACE OF ROCK & ROLL

CBU is a small university with a 75-acre wooded campus located in the heart of a major metropolitan city. Known for its BBQ, Southern hospitality, and major logistics hub, Memphis is Tennessee's second-largest city, boasting a unique culture, rich history, and a wide range of attractions.

About CBU's President



The Board of Trustees of Christian Brothers University has appointed Ronald L. Brandon as the University's president, effective June 1, 2026. Brandon served as Executive Vice President and Chief Operating Officer for Administration and Finance and was a member of CBU's senior leadership team for more than eight years.

Brandon's appointment reflects the Board's confidence in experienced, mission-centered leadership following a period of significant institutional transition. He has played a critical role in strengthening CBU's financial stewardship, modernizing operations, and advancing long-term sustainability initiatives – work carried out in close partnership with Interim President Brother Chris Englert and campus leadership.



A proud CBU alumnus and first-generation, nontraditional graduate, Brandon brings a deep personal commitment to the University's Catholic, Lasallian mission and to Memphis. His leadership has supported strategic efforts that directly impact the academic enterprise, including resource alignment in support of faculty and students and the development of a shared-services partnership with Lewis University designed to enhance collaboration, efficiency, and mission alignment.

Brandon has articulated a clear focus on advancing academic excellence; investing in faculty and staff; expanding access, opportunity, and belonging for students; strengthening partnerships that serve Memphis and the region; and ensuring long-term institutional sustainability.

The Position: Vice President for Administration & Finance / Chief Financial Officer

Position Summary

The VPAF/CFO provides strategic and operational leadership for the University's financial and administrative enterprise. This role is responsible for:

Responsibilities

- the integrity of CBU's financial systems, reporting, controls, budgeting, and long-range financial planning,
- the leadership and performance of key administrative divisions (**Finance/Accounting, Financial Aid, Facilities, Information Technology, and Human Resources**),
- the **contractual oversight** of key outsourced services (including **dining/food service and bookstore**), ensuring service quality, compliance, value, and alignment with institutional priorities, and
- stewardship support for institutional financial assets, including **endowment and investment governance** in partnership with University leadership and the Board.

The VPAF/CFO is a principal advisor to the President and Board on financial strategy, risk, and operational performance, and serves as a Cabinet-level leader who strengthens cross-functional alignment and disciplined execution.

Operating Philosophy: Vision, Traction, Healthy (VTH)

CBU expects the VPAF/CFO to strengthen the institution through three leadership disciplines:

- **Vision:** ensuring leadership alignment on the financial and operational destination, the few priorities that matter most, and the plan/assumptions to reach sustainability.
- **Traction:** ensuring disciplined execution – clear ownership, measurable scorecards, meeting cadence, issue resolution, and accountability that turns plans into results.
- **Healthy:** building a cohesive leadership environment marked by trust, candor, and cross-functional collaboration (solving real issues quickly and reducing silos).





Leadership Expectations

To support institutional momentum, the VPAF/CFO will intentionally operate as:

Integrator

(Traction Leader for Administration & Finance)



The VPAF/CFO creates alignment across administrative functions, drives a consistent operating cadence, and ensures follow-through on priorities – so financial and operational plans become measurable outcomes and reliable service delivery.

Strategist

(Long-Range Financial & Operating Model Leader)



The VPAF/CFO is a principal architect of CBU's long-range financial model, scenario planning, and institutional resource strategy – anticipating risks, identifying options, and guiding sustainable decisions that protect mission, academic strength, and student success.

Key Responsibilities (Essential Functions)

A) Financial Strategy, Planning, Controls, and Stewardship

- Lead comprehensive annual budgeting and multi-year financial planning, including scenario modeling, enrollment sensitivity analysis, cash forecasting, margin improvement planning, and capital funding strategy.
- Ensure strong internal controls, audit readiness, regulatory compliance, and accurate and timely financial reporting.
- Provide decision support and clear financial narratives to the President, Cabinet, and Board: risks, tradeoffs, options, and recommendations.

B) Finance & Accounting Leadership (Direct Report Area)

- Provide executive leadership for Finance/Accounting, including controller functions, accounting operations, purchasing/procurement practices, treasury/cash management, and financial systems integrity.
- Establish service standards and performance metrics for Finance operations (close calendars, reporting SLAs, procurement cycle time, compliance measures, etc.).

C) Financial Aid Leadership (Direct Report Area)

- Provide executive oversight of Financial Aid to ensure compliance, student-centered service delivery, and alignment with enrollment strategy and net tuition revenue goals.
- Strengthen aid packaging, disbursement processes, and internal controls while improving responsiveness and the student experience.

D) Information Technology Leadership (Direct Report Area)

- Provide executive leadership for Information Technology to ensure reliable, secure, and mission-supporting technology services for students, faculty, and staff.
- Lead IT strategy and governance (prioritization, budgeting, vendor management, cybersecurity posture, data integrity, continuity planning).
- Ensure technology enablement across the institution – supporting academic delivery, student services, enrollment operations, analytics/reporting, and operational efficiency.

E) Facilities, Plant Operations, and Capital Planning (Direct Report Area)

- Provide executive oversight for Facilities and Plant Operations, including maintenance, life-safety, deferred maintenance planning, project management oversight, and space planning.
- Lead a multi-year facilities renewal and capital plan tied to risk, compliance, student experience, and affordability.

Key Responsibilities (Essential Functions)

F) Human Resources Leadership (Direct Report Area)

- Provide executive leadership for Human Resources to ensure high-quality HR operations and a strong employee experience aligned with mission and institutional needs.
- Oversee and strengthen: talent acquisition and onboarding, performance management, employee relations, compensation strategy, benefits administration, training and development, and HR compliance.
- Partner with Cabinet leaders to build a healthy culture with clear expectations, fair policies, and consistent leadership standards.
- Ensure HR risk management practices are strong (documentation, investigations/response protocols, training, and compliance readiness).

G) Endowment & Investment / Fund Management (Board-Facing Stewardship)

- Provide executive oversight and coordination for endowment and investment governance in partnership with the President, Advancement leadership (as applicable), and the Board's Investment/Finance structures.
- Support and maintain key governance components, including: investment policy statement (IPS) alignment, advisor/manager oversight, performance reporting, risk posture review, and appropriate internal controls related to invested assets.
- Ensure clear and timely investment reporting to leadership and the Board (performance vs. benchmarks, spending/withdrawal implications, liquidity considerations, and risk factors).
- Coordinate endowment spending policy integration into annual and multi-year budgets, ensuring sustainability and mission alignment.
- Ensure donor restrictions and related fund accounting requirements are properly tracked and reflected in financial reporting and stewardship.

H) Contracts, Procurement, and Vendor/Outsourcing Governance

- Negotiate and approve major University contracts and manage vendor performance standards, renewal discipline, and contract compliance.
- **Dining/Food Service and Bookstore:** Provide **contractual and performance oversight** (service levels, financial terms, compliance, student satisfaction measures, renewal decisions). **This role does not supervise day-to-day operations** of dining or bookstore services.
- Establish a consistent vendor management framework: SLAs, KPIs, escalation paths, contract owner accountability, and documented review cadence.

I) Risk Management and Insurance

- Lead enterprise risk management practices appropriate to a university environment; oversee insurance strategy, renewals, claims coordination, and risk mitigation planning.
- Ensure risk review is integrated into decision-making for contracts, facilities, technology, and major institutional initiatives.

Key Responsibilities (Essential Functions)

J) Policies, Compliance, and Institutional Effectiveness (Admin Areas)

- Ensure administrative policies and procedures are current, consistently applied, and aligned with best practices and mission expectations.
- Strengthen process discipline, documentation, training, and compliance readiness across administrative domains.

K) Integrator Cadence: Turning Plans into Results

- Establish a disciplined operating rhythm for Administration & Finance (leadership meetings, scorecard reviews, issue lists, decision logs, and quarterly priority-setting).
- Drive clarity and accountability across direct reports: clear goals, owners, timelines, and measurable outcomes.
- Improve cross-functional execution with Enrollment, Student Success, Academic Affairs, and Advancement (especially where finance, aid, HR, IT, and facilities directly affect student outcomes).

L) Cabinet and Board Engagement

- Serve as a member of the President's Cabinet; contribute to institution-wide strategy and execution.
- Support Board committees as assigned (e.g., finance, investment, audit/risk, plant/facilities), including preparation of materials and clear reporting on performance and risks.
- Communicate complex financial and operational information with clarity and transparency to build trust and accelerate decision-making.

M) Other Duties

- Perform other similar activities as assigned by the President.



Supervisory Responsibilities

Direct Reports & Supervisory Scope

The VPAF/CFO directly supervises and evaluates the leaders of the following areas:

- Finance & Accounting
- Financial Aid
- Facilities / Plant Operations
- Information Technology
- Human Resources

In addition, the VPAF/CFO holds **contract governance responsibility** (not operational supervision) for outsourced services such as:

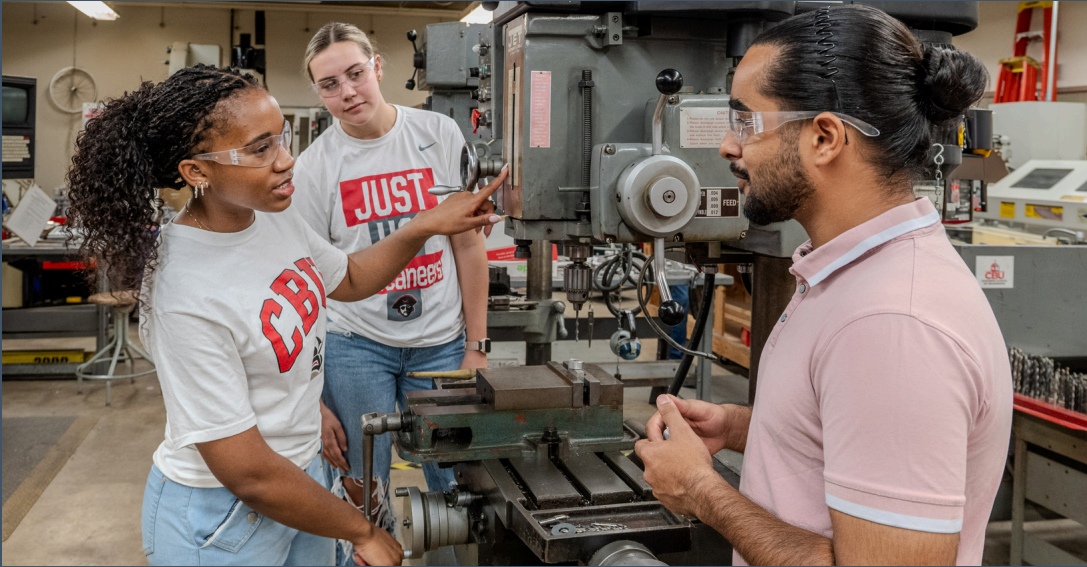
- Dining/Food Service (contract-managed)
- Bookstore (contract-managed)

Leadership Attributes (What “Excellent” Looks Like at CBU)

- **Integrator mindset:** reduces complexity, drives clarity, and ensures follow-through.
- **Strategist mindset:** anticipates risks, frames options, and aligns resources to mission and outcomes.
- **Stewardship orientation:** protects institutional assets and ensures responsible, transparent decision-making.
- **Service reliability:** builds dependable systems and improves responsiveness for students, faculty, and staff.
- **Trusted partner:** transparent, steady, solutions-oriented, and collaborative across divisions.



Qualifications



Required

- Significant senior leadership experience in Finance and Administration (higher education preferred; comparable complexity considered).
- Demonstrated ability to operate as both an **Integrator** (alignment + execution) and a **Strategist** (long-range modeling, scenario planning, risk-informed decision-making).
- Strong financial leadership background (budgeting, controls, reporting, forecasting, audit readiness).
- Experience leading complex service organizations with multiple functional areas and cross-campus stakeholders.
- Commitment to the mission and values of Christian Brothers University and Catholic/Lasallian higher education.

Preferred Experience

- Bachelor's degree in Accounting, Business, or related field; **MBA and/or CPA preferred**.
- Experience overseeing **IT strategy and cybersecurity governance**.
- Experience overseeing **financial aid operations** (compliance, packaging strategy, service improvement).
- Experience leading **human resources** functions in a complex organization.
- Experience with outsourced service contracts (dining/auxiliary vendor governance, performance and renewal discipline).
- Board-facing experience including committee support and high-trust executive communication.

Application Process

Completed applications must be received by **September 30, 2026**, to ensure consideration.

Applications should be completed in CBU's employment application system, available at cbu.edu/human-resources.

Applicants should include the following materials with their application:

1. a current resume or curriculum vitae;
2. a cover letter addressing interest in and qualifications for the position; and
3. contact information for three professional references.



Additional Information

This is a full-time position based on-site in Memphis, Tennessee. Salary is competitive and commensurate with experience.

Christian Brothers University offers a comprehensive benefits package that includes health, dental, vision, life, and disability insurance; flexible spending; retirement plans; and undergraduate and graduate tuition waivers, including options for dependents and participation in the Tuition Exchange Program.

Christian Brothers University offers equal employment opportunity to all applicants for employment, regardless of sex, age, race, color, religion, sexual orientation, national and ethnic origin, or disability.

For further information, please contact:

- Demetriss Gilliam - Director of Human Resources
 - dgillia1@cbu.edu



This profile is intended to provide an overview of the position and the University and may be updated as the search progresses.