

**Greenwood
Asher &
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**Vice President of Administration and Finance and
Chief Financial Officer
Position Profile**



The Opportunity

New Mexico Tech (NMT) invites nominations and applications for the position of Vice President of Administration and Finance and Chief Financial Officer (VPAF/CFO). As a senior administrator of the University, the VPAF/CFO reports directly to the President, oversees a division currently of 197 staff including nine direct reports, and directs all the financial affairs of the University to ensure that NMT operates according to sound legal, financial, and business processes. The VPAF/CFO provides financial oversight and strategic positioning of the University assets, including the University's business office, Sponsored Projects Administration, NMT Foundation, Facilities Management, Security, and Information Technology, among other programs and divisions. In addition, the VPAF/CFO provides oversight of the University's operating budget, financial statements, investment management, debt issuance and compliance, loan collateral positioning, audit process, capital projects, facilities planning and construction, and other duties/projects as assigned.

NMT seeks a dynamic leader with proven management, strategic, and leadership skills and the ability to provide analysis of financial trends and forecasts to best position the University's financial and real estate assets. There are opportunities for the successful candidate to create new revenue streams, propose unit restructuring, rethink budget assumptions, and present at legislative sessions. This is an exceptional opportunity to join one of the nation's top science, technology, engineering, entrepreneurship, and mathematics (STE²M) schools, which is known for both academic excellence and industry-leading innovation.



Role of the Vice President of Administration and Finance and Chief Financial Officer

Strategic Financial Management

- Serve as a key strategic partner with the President to align financial resources with the University's [mission](#) and [strategic plan](#).
- Recommend and implement financial policies approved by the President and Board of Regents.
- Convene and lead the Finance, Business, and Capital Planning Committee meetings.
- Manage strategic investment of financial assets to optimize the endowment and operational effectiveness.
- Direct the preparation and oversight of the University's capital and operating budgets.
- Coordinate equitable distribution of funds across divisions in collaboration with the Cabinet.
- Ensure timely and accurate completion of annual audits and compliance with regulatory changes.
- Provide financial and operational recommendations to meet educational standards and strategic goals.
- Review financial performance regularly with the Cabinet to identify short- and long-term strategies for financial optimization.
- Foster relationships with financial institutions and investment partners.
- Collaborate with external auditors and financial advisors to ensure best practices.



Risk Management and Compliance

- Collaborate with the President on new revenue initiatives and risk management strategies.
- Work collaboratively with University Legal Counsel and HR to manage institutional risk, insurance, and mitigation strategies.
- Oversee insurance, claims, and fiduciary responsibility for the employee retirement plan in collaboration with HR.
- Ensure compliance with federal and state financial regulations and laws.
- Foster a culture of compliance and ethical financial practices across the University.
- Continuously monitor risk exposure and develop mitigation strategies.

Leadership and Operations

- Provide executive leadership in the University's strategic planning process and oversee financial performance outcomes.
- Lead the implementation of administrative operations, including IT, security, and facilities management.
- Manage financial systems supporting fiscal, research, and operational functions.
- Recommend and implement systems, methods, programs, and procedures to enhance efficiency and effectiveness.
- Provide leadership for evaluating and ensuring quality in all University programs and services.
- Represent the University to external entities and oversee implementation of administrative strategic goals.
- Promote a culture of innovation and continuous improvement within the administration.
- Drive sustainability initiatives and collaborate with academic leadership for alignment with academic goals.

Budget Oversight and Planning

- Lead the formulation of the University's overall operating budget.
- Review budget accounting systems, procedures, reports, and analyses.
- Monitor budget expenditures and develop planning programs.
- Oversee management of restricted fund finance activities and participate in the University planning processes.
- Engage with stakeholders, including faculty and staff, in the budget planning process.
- Use advanced financial modeling and forecasting techniques.
- Identify and pursue opportunities for cost savings and revenue generation.

General Responsibilities

- Maintain knowledge of the University strategic directions, technological advancements, and state-of-the-art systems.
- Ensure confidentiality of business-related information and contribute to a safe educational environment.
- Represent the University with external organizations and perform other duties as assigned.
- Provide leadership and executive management for assigned departments, ensuring fiscal compliance and professional development of personnel.
- Focus on professional development and mentorship of finance and administration staff.
- Promote diversity, equity, and inclusion in financial and administrative decision-making.
- Participate in crisis management and emergency response planning.



Required Qualifications

The successful candidate will have:

- Bachelor's degree in finance, accounting, business administration, management science, higher education administration, or a related field, with at least 10 years of progressively responsible experience in financial management, including at least 5 years in a leadership role.
- Proven track record of managing financial operations in a complex organization, preferably in higher education or a similarly large nonprofit organization.
- Strong knowledge of financial principles and practices, budgeting, financial analysis, and financial reporting.
- Strong negotiation skills.
- Strong team-building skills.
- Strong abilities to multitask and pay close attention to details and accuracy.
- Excellent leadership, communication (oral and written), and interpersonal skills.
- Experience with strategic planning and implementation.
- Proficiency in financial software and systems, including ERP systems.
- Understanding of financial regulations and compliance specific to higher education.
- Demonstrated ability to work collaboratively with diverse stakeholders, including faculty, staff, students, and external partners.
- Strong ethical standards and commitment to transparency and accountability.
- Commitment to the mission and values of the University, including a focus on student success and academic excellence.



Preferred Qualifications

- Master's degree in finance, accounting, business administration, management science, higher education administration, or a related field (e.g., MBA, MPA).
- Ph.D. or other doctorate level equivalent.
- More than 15 years of progressively responsible experience in financial management, with a significant portion in a higher education setting.
- Experience in managing endowment funds and investment portfolios.
- Proven experience in leading large-scale financial projects and initiatives within a university.
- Advanced knowledge of higher education financial management and regulatory requirements.
- Demonstrated success in developing and implementing financial policies and strategies specific to higher education.
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions.
- Experience in risk management and compliance within a university setting.
- Experience in working with governing boards and committees in a university setting.
- Experience or understanding of financial matters related to research units.
- Certified Public Accountant (CPA) or equivalent professional certification, such as Certified Management Accountant (CMA), Chartered Financial Analyst (CFA), or similar.

About New Mexico Tech

NMT was founded in 1889 to train engineers to support the mining boom town of Socorro and to boost the state economy. The New Mexico School of Mines opened on Sept. 5, 1893, with one building, two professors, and seven students. The school incrementally expanded over the eras and changed its name to New Mexico Institute of Mining and Technology in 1951.

For some 135 years, NMT has been at the pinnacle of science, technology, engineering, entrepreneurship, and mathematics (STE²M) education, research, innovation, and entrepreneurship. NMT offers degrees and certificates from associate to doctoral levels, houses numerous pioneering research centers, and is a federally-designated Hispanic Serving Institution.



A small but mighty campus of 1,565 degree-seeking students in fall 2023 (1,112 undergraduates and 453 graduate students), New Mexico Tech collaborates and offers expertise to industry partners, national labs, government agencies, the White House, and academic institutions. NMT research spans hydrology and astrophysics, petroleum recovery and explosives engineering, atmospheric physics and materials engineering, cybersecurity and management, and more.

A learn-by-doing campus, NMT equips classrooms with state-of-the-art technology, allowing faculty, staff, and students to conduct real-world, collaborative research that addresses industry needs and pioneers new advancements. Students regularly participate in rigorous experiential learning, challenging fieldwork, and demanding internships with top firms. They also excel at prestigious national competitions, such as Mini Baja and NASA Lunabotics.

New Mexico Tech research divisions work on seminal projects that expand the reach of science and technology. Renowned facilities include the [Energetic Materials Research Testing Center](#), [Petroleum Recovery Research Center](#), [Magdalena Ridge Observatory](#), [Langmuir Laboratory for Atmospheric Research](#), and the [National Cave and Karst Research Institute](#), among others.



Over the decades, faculty have contributed significantly to areas such as atmospheric electricity, atmospheric physics, and groundwater hydrology. Current faculty are also making impactful contributions in bioinspiration in aerospace and drone technologies, mammalian DNA repair, and cybersecurity, among others.

NMT's research portfolio exceeds \$300M, with annual research awards approaching \$50M. NMT boasts more than 60 patents and patents pending worldwide,

including innovations like the nicotine patch. Each year, NMT's faculty, staff, and students garner over \$130 million in grants and contracts; non-taxpayer research expenditures average \$75,000 per student; and the average research per faculty member is \$800,000. This level of research output is what a 30,000-person research campus strives for and takes enormous pride in.

NMT has trained more than 700,000 workers in Homeland Security, police, and other security-related agencies. New Mexico Tech also conducts top-secret research and serves the nation through training and research programs that involve the Dept. of Defense, Air Force, Army, and other branches of U.S. military.

NMT alumni secure influential positions with major employers such as Abbott Laboratories, Apple, Bank of America, Brookhaven National Laboratory, Chevron, ConocoPhillips, ExxonMobil, Halliburton, Honda, Intel, Lockheed Martin, NASA, Raytheon, Sandia National Laboratories, and many more giants in the field. NMT alumni salaries are higher than those at competitor schools, averaging \$65,800 for early career and \$124,500 for mid-career. NMT's alumni network exceeds 11,000 members.

Majestic mountains overlook NMT's beautiful, rural, 320-acre campus. Facilities also include a manicured 18-hole golf course (open to the public). Its Macey Center hosts a well-attended performing arts series along with an art gallery. The NMT student esports and rugby club teams recently won national championships. There are outdoor adventures galore nestled amid nearby breathtaking mountains. Big-city attractions in Albuquerque are a quick 75-mile drive north. Santa Fe is 139 miles away from Socorro.

NMT takes pride in extensive community outreach, hosting popular events like a robotics demolition derby for 6th–12th graders and a weeklong summer science, technology, engineering, and mathematics program for high school students.

NMT regularly ranks high as a top public college in the West (*U.S. News & World Report*), public universities for percentage of bachelor's students who earn a doctorate (National Science Foundation), and as one the best Hispanic-serving universities in America (Niche.com).

Mission Statement

New Mexico Tech leads education and research in science, technology, engineering, entrepreneurship, and mathematics (STE²M) for New Mexico.

- We educate a diverse student body in foundational and collaborative student-focused programs.
- We expand the body of knowledge through cross-disciplinary, culturally relevant, and challenging discourse in an inclusive setting.
- We forge scientists, engineers, and leaders for the future.
- We pioneer innovation through leading-edge research and creativity, and entrepreneurship.
- We serve the public through research, scientific knowledge, economic development, and STE²M.



Vision

To be an inclusive, distinguished, and vibrant community of scholars dedicated to education, research, and innovation to meet the science, technology, engineering, entrepreneurship, and mathematics (STE²M) challenges of tomorrow.

Institutional Values

New Mexico Tech has defined the following enduring, guiding principles for its continued growth and development as a quality (STE²M) institution of higher education.

- *Research*
 - Groundbreaking transdisciplinary research that generates knowledge and innovative design for science and engineering and solves challenging and complex problems, driven by a relentless commitment and focus by faculty, students, and research staff.
- *Integrity*
 - Maintaining the highest standards of academic and professional ethics, fairness, and honesty in all endeavors, and being responsible members of the NMT community.

- *Creativity*
 - Creativity is integral to all our teaching, research, and business processes and is driven by curiosity, adaptability, and resourcefulness, requiring imagination, vision, risk-taking, and diligence.
- *Lifelong Learning*
 - Lifelong learning skills are developed through a rigorous curriculum, a challenging educational experience with a foundation of critical thinking and problem-solving, invigorating research, and significant professional development that prepare students, faculty, and staff for continuing individual and career growth.
- *Excellence*
 - High-quality education and research drive excellence in all aspects of our mission.
- *Economic Prosperity and Technological Development*
 - STE²M education, research, technical assistance, and technology transfer are drivers of economic prosperity and technological development in the state, nation, and the world; continuous faculty, researcher, and staff professional development programs and outreach initiatives for underrepresented communities to pursue STE²M careers are hallmarks for the future.
- *Integrated Planning and Decision-Making*
 - Openness, fairness, collaboration, and stakeholder input in University operations are driven by accurate and reliable data made available to the campus community.
- *Collegiality and Collaboration*
 - Positive energy, performance, and support from a collegial and collaborative environment contribute to the advancement of our students, our colleagues, and our institution.



Strategic Plan

To provide an outstanding educational and research experience to our students, NMT is committed to:

- *Empowering Student Success:* Empower our students to reach purposeful academic and career goals through a University culture focused on providing a comprehensive STE²M education while nurturing students to succeed at NMT and beyond.

- *Enriching Engaged Learning:* Enhance undergraduate and graduate STE²M education through increased opportunities for active learning within and outside of the traditional classroom.
- *DEI Driven Excellence:* Proactively integrate diversity, equity, and inclusive (DEI) excellence into the fabric of NMT, including academics, leadership, decision-making, day-to-day operations, community engagement, and organizational cultures.
- *Amplifying Research Innovation:* NMT will amplify research innovation to meet the challenges of tomorrow through education, transdisciplinary collaboration, and entrepreneurship. Engaged researchers will expand the reach and impact of NMT innovation in the service of New Mexico, the region, nation, and society.
- *Energizing Community:* NMT will serve the public through research, scientific knowledge, economic development, and STE²M outreach, which benefit Socorro and communities throughout New Mexico. NMT will commit to strengthen the bonds with Socorro and surrounding areas by cooperatively developing an open and inclusive identity and a common vision to build a more vibrant and resilient community.
- *Financial Resilience:* Through an open and inclusive budgeting process, expand and diversify funding sources and opportunities to ensure the ongoing viability of delivering the mission of the Institution.

For more information about New Mexico Tech, please visit: <https://nmt.edu/>

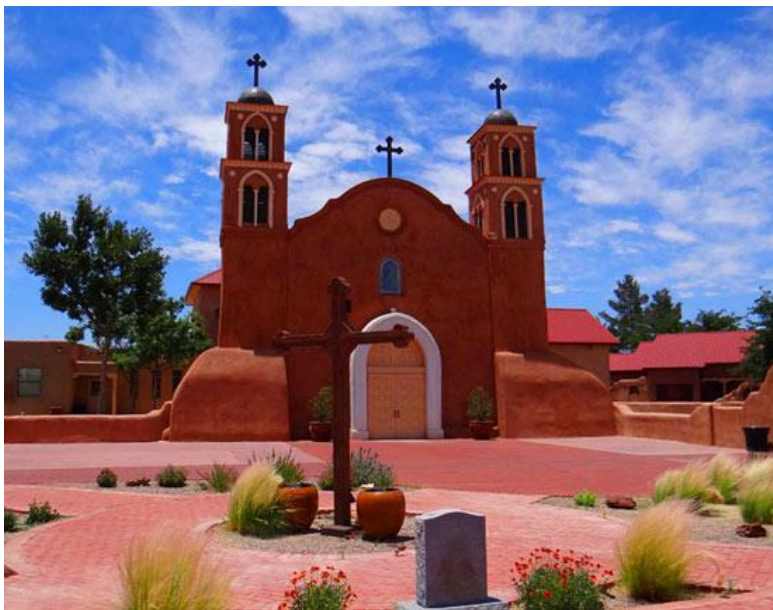


About the City of Socorro

Located about 75 miles south of Albuquerque, Socorro is nestled in the Rio Grande Valley at an elevation of 4,579 feet. The former mission town is now a hub for technology, history, and scenic beauty. Socorro is home to a wide array of art, music, theater, golfing, biking, hiking, rockhounding, rock climbing, and gallery hopping, as well as wildlife refuges, radio telescopes, a mineral museum, university, historical mission church, and robust performing arts series.



Home to approximately 9,000 residents and ample attractions, Socorro is a town that perpetually earns its good reputation. With abundant leisure activities, a reasonable cost of living and moderate climate, Socorro residents enjoy its safe and friendly small-town feel, short commutes, and plentiful reasonably priced housing.



Founded in 1598, Socorro is rich in history and offers a vibrant culture. Today the town serves as a charming example of placemaking excellence, preserving its indigenous and Spanish heritage while earning acclaim as a center for science and technology. In Socorro's historic district, which is home to one of New Mexico's 13 designated state scenic byways and centered on a plaza, the Elfege Baca Heritage Park tells the story of the town through an art wheel and a

series of interpretive monuments. The historic San Miguel Catholic Church continues to operate as one of the oldest Catholic churches in the nation and an enduring example of Mission-style architecture. Socorro also has a lovingly restored movie theater that shows first-run releases.

Nature lovers are drawn to Socorro and the surrounding area for its scenic beauty, fascinating wildlife, and outdoor recreation. During the winter, the Bosque del Apache National Wildlife Refuge is home to bald eagles and thousands of sandhill cranes and snow geese. Also, located just five miles from Socorro, Box Canyon is a popular site for camping, hiking, and rock climbing, and attracts both locals and knowledgeable visitors.



NMT's popular and beautiful golf course.



For more information about Socorro, please visit:
<https://www.socorronm.gov/>.



Nomination & Application Process

Compensation

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood Asher & Associates® is assisting the New Mexico Tech in this search. Applications and nominations are now being accepted. Inquiries, nominations, and application materials should be directed to Greenwood Asher & Associates. Application materials should include:

- A letter of interest that clearly states the applicant's qualifications for the position
- A current résumé/curriculum vitae

We strongly encourage submitting application materials as two separate PDF attachments. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct inquiries, nominations, and application materials to:

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New Mexico Tech (NMT) is an Equal Opportunity /Affirmative Action institution that is committed to providing equal access to its programs, facilities, and employment for all people. This policy applies to students, employees, applicants, vendors, visitors, and guests. NMT prohibits discrimination and harassment based on the following protected characteristics: race, age, religion, color, national origin, ancestry, sex, sexual orientation, physical or mental handicap, serious medical condition, spousal affiliation, gender identity, genetic information, pregnancy, and veteran status.