

The City College
of New York

The Foundation for City College
Chief Financial Officer
and Senior Finance Director

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Suzanne Weber, MBA
CHIEF EXECUTIVE OFFICER
Development Guild DDI
sweber@developmentguild.com

developmentguild.com
BOSTON | NEW YORK

The Foundation for City College, dedicated to the support of The City College of New York, seeks candidates for a new position, Chief Financial Officer (CFO) of the Foundation and Senior Finance Director (SFD). Reporting directly to the Vice President and Executive Director of the Foundation for City College and to the Vice President of Finance and Administration for City College of New York, the CFO & SFD will manage all Foundation assets (\$365 million), build and directly oversee a team of approximately 9 financial professionals, and serve as the Foundation's strategic administrative partner and its financial steward.



This is a significant leadership opportunity. The Foundation for City College is newly formed, a merger of the 21st Century Foundation and the City College Fund, and its mission is to raise money and to steward its endowment for the sole benefit of The City College of New York. This strategic merger opens the pathway toward a first-ever size campaign to raise philanthropic support for the transformation of City College, as envisioned by City College's President, Vince Boudreau. The Foundation is poised for significant growth and extended impact.

The CFO & SFD will serve as the Foundation's strategic administrative partner, its financial steward, and head of its financial support services, ensuring that the highest level of donor stewardship is met. The CFO & SFD will also represent the Foundation in its relationship with college departments such as Accounts Payable, Accounting, Human Resources, Auditing, and Information Technology.

About City College of New York

Since 1847, The City College of New York (CCNY), located in New York City, has offered a world-class and affordable education in the heart of the most diverse city in the world.



CCNY offers undergraduate programs in architecture, engineering, education, the liberal arts, and sciences, preparing its students for the future and producing outstanding leaders in every field. Various graduate programs are also available to students including 50 master's programs and doctoral programs in engineering, the laboratory sciences, and psychology. More than 16,000 students pursue undergraduate and graduate degrees in eight professional schools and divisions.

There are over 200 organizations and clubs for students to participate in around campus and 16 varsity teams that compete in NCAA Division III. Students come from around the corner, and world, representing more than 150 nationalities. CCNY is also the home to such important 'firsts' as: the first college explicitly founded on the ideal of educating the 'whole people', the first documentary film program in the U.S., the first intercollegiate lacrosse game played in the U.S., the first student government in the nation, and the longest running Alumni Association in the U.S. The campus is an integral part of the civic, urban, and artistic energy of New York and inseparable from its history.

The power to transform what students learn in the classroom, and apply it to communities both local and globally, is what makes CCNY such a unique institution of higher education. Ranking #1 on the overall mobility index by *The Chronicle of Higher Education* out of 369 selective public colleges in the U.S., graduates from CCNY are more likely to move up two or more income quintiles, and the Center for World University Rankings places CCNY in the top 1.2% of universities worldwide in terms of academic excellence.



CCNY's accomplished alumni have gone on to become Supreme Court Justices, Secretaries of State, leaders of industry, world-renowned researchers and award-winning actors and musicians. As a public institution with public purpose and a 170-year history, CCNY produces citizens who make an impact on the cultural, social, and economic vitality of New York, the nation, and the world.

Formation of the Foundation for City College

The Foundation for City College was formed in 2019 through the combining of the 21st Century Foundation and the City College Fund with the goal to form a unified fundraising organization for CCNY, improve the management of accounting, stewardship and disposition of philanthropy within the two separate foundations, and become a higher performing fundraising organization.

As part of the merger planning and in-depth review, significant improvements to historic practices were made. Accomplishments include improved internal controls; corrected accounting records, practices, and bookkeeping; the creation of an accounting procedures manual; the implementation of Financial Edge and migration of all accounts and financial management from legacy system (MIP); resolved audit findings; and newly created reports and aids to budget planning.

The merger positions the new Foundation to seize the College's philanthropic opportunity, leveraging the College's strong record of accomplishments.

As of May 2021, through the leadership of the City College President, the City College Chief Financial Officer, and the Executive Director of the Foundation of City College, the two foundations have been successfully merged. They are justifiably proud of having also maintained the commitment and engagement of the volunteer board leadership of the former foundations – a key constituency for the expansion of philanthropic support for the College.



About the Foundation for City College

The mission of the Foundation for City College is to provide access to educational and research excellence, particularly to students who might not otherwise attend a senior college. Private gifts have the power to advance higher education, which transforms lives and communities, and the Foundation strives to enrich the City College experience for students, faculty, and staff. The Foundation staff work in collaboration with the President of The City College of New York to raise significant financial support from private sources, and to steward the Foundation's assets while serving as advocates for the College.

The Foundation supports a variety of programs at City College, including named professorships, advanced research operations, innovative programs leading to increased student success and campus-wide wellness opportunities, workforce development initiatives, and special programs and lectures that bring some of the nation's top intellectuals to the campus.

The vision of the Foundation for City College is to be the steward of The City College of New York through the Foundation's position as advocates for the College's endowment and to serve as a leader in accountability, stewardship, and overall commitment to excellence.

Key Responsibilities

The Chief Financial Officer & Senior Finance Director position is responsible for the achievement of the Foundation's mission and goals by working in close partnership with the College and Foundation leadership to protect, manage and steward funds donated to the Foundation for the benefit of the College.

Strategic Partnership

- Direct the management of foundation assets in ways that ensure the safety of those funds, provide for timely, appropriate, and transparent allocation of funds, and maintain a clear and complete record of all financial transactions.
- Provide timely and accurate support of financial services to the Foundation and those of the college that rely on Foundation support.
- Supervise the Finance Department staff and perform annual evaluations for team members reporting to this position, including finance coordinators and internal audit teams.
- Co-lead the annual audit process, including leading the selection of and liaising with external auditors.
- Oversee the state filing reporting process and review the financial aspects of the state filings for charitable gift annuities.



- Prepare the annual financial statements for the Foundation for City College; manage the preparation and annual filing of 990 tax returns; and calculate discounted pledges for multi-year contributions.
- With team members, monitor investment returns and asset allocations in conjunction with investment advisors and review monthly all bank and investment reconciliations for accuracy.
- Update and implement all necessary business policies and accounting practices; including improving and updating, as needed, the Finance Department's policy and procedure manual and internal operating practices.

College Ambassador

- Connect the Foundation and the College through communication, alignment of priorities, implementation of initiatives, and active engagement in organization or University administrative priorities.
- Effectively represent organizational needs, challenges, and opportunities at the College level and proactively share knowledge and best practices.

Financial Analyst and Advisor

- Provide comprehensive financial information, analysis, and advice to optimize use of the organization's financial resources.
- Create and update long range financial plan(s), reflecting all critical issues.
- Identify available financial resources (current and future) and advise and deploy efficiently to best support organization objectives.
- Prepare all-funds budgets, analyze financial activities and performance against budget, adjust and act as needed.

Risk Management Administrator

- In partnership with the College and City University of New York collaborators, implement and maintain strong internal controls to provide reasonable assurance of effective and appropriate resource use, accurate financial information, adherence to contractual obligations and agreements, policies, procedures, and external regulatory requirements.
- Identify, communicate, address, and escalate risks in a timely and appropriate manner to protect the assets, resources, information and reputation of the organization and the University.
- Ensure all faculty and staff understand the regulations and City College and City University of New York requirements as they pertain to their scope of activity.



Staff Development

- Employ effective practices for retaining, attracting, and developing talent in line with College guidelines and contractual agreements.
- Ensure that all organization staff participate in the College's performance management and career development processes.
- Cultivate a diversity of backgrounds and perspectives in the organization.
- Assure that the organization follows appropriate Foundation and College policies and procedures related to Human Resources.

Administrative Services Leader

- Establish, monitor, and meet or exceed targets for operational excellence.
- Identify and implement opportunities to achieve continuous improvement of processes.
- Build and manage a team of high-performance administrative and financial professionals.

Key Qualifications

- 10+ years of progressively responsible experience; five of which are in a leadership role serving a public institution, with a preference given to expertise in nonprofit management.
- Demonstrated fiscal responsibility and comprehensive knowledge of accounting, financial reporting, and analysis.
- Extensive experience with complex strategic planning, resource allocation, and work that supports the functions of a development organization.
- Displayed creativity and effectiveness in managing relationships and influencing outcomes in a complex organization.
- Well-developed managerial, decision-making, planning, organizational, problem-resolution and leadership skills.
- Proven ability to manage people on a day-to-day basis and inspire a high level of commitment and performance.
- Outstanding oral and written communication skills reflecting ability to adapt communication style to address the needs of individuals at all levels throughout The City College of New York.
- Ability to generate a strategic vision and to influence people to achieve this vision; negotiate skillfully with both internal and external constituents; and anticipate and proactively manage changes in the business environment.
- Solid understanding of internal control concepts and the implementation of internal control systems in a complex business environment



The City College of New York is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to our mission.

It is the policy of City College to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also City College policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination or cooperating with an investigation of a discrimination complaint.

Please email your cover letter and resume in confidence to:
citycollegeofnewyork@developmentguild.com

For more information, please visit www.developmentguild.com.

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For more information about The City College of New York, please visit www.cuny.edu.

About Development Guild DDI

For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. Based in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.



