



Position Title: Chief Financial Officer (CFO)

Organization: Norwich University Applied Research Institutes (NUARI)

Location: Northfield, Vermont (hybrid considered)

Reports To: President & CEO

About NUARI

Norwich University Applied Research Institutes (NUARI) is a mission-driven 501(c)(3) applied research organization advancing national security, cyber resilience, and technology innovation. NUARI executes federally funded research, government contracts, and strategic programs while building scalable platforms and partnerships that deliver real-world impact.

We operate with the speed of a tech startup, the discipline of an elite military unit, and the mission focus of a non-profit research institute... if you like to build cool stuff with great teams, then we want to hear from you!

Position Summary

NUARI seeks a highly capable Chief Financial Officer (CFO) who will also serve as the organization's Contracts Administrator, responsible for financial leadership, compliance, and full lifecycle management of government and commercial contracts, grants, and cooperative agreements.

This role combines strategic financial leadership, nonprofit stewardship, and hands-on federal contracting execution. The CFO will be a core member of the executive team and a key architect of NUARI's financial sustainability, compliance posture, and scalable growth.

Key Responsibilities

Financial Leadership

- Lead all financial operations, planning, and strategy for a growing 501(c)(3) applied research institute

- Develop and manage annual and multi-year budgets aligned with strategic priorities
- Oversee accounting, financial reporting, forecasting, and cash management
- Ensure compliance with GAAP, nonprofit accounting standards, and federal grant/contract requirements
- Produce executive-level financial reporting for CEO and Board of Directors
- Manage audits, tax filings (Form 990), and financial controls
- Monitor indirect rates, cost allocation, and allowable cost structures

Contracts & Grants Administration

- Serve as NUARI's lead for full lifecycle contract and grant management
- Administer federal contracts, cooperative agreements, OTAs, and grants (DoD, DHS, NSF, etc.)
- Administer commercial contracts for services with partners, companies, and agencies.
- Ensure compliance with FAR, DFARS, Uniform Guidance (2 CFR 200), and sponsor requirements.
- Oversee proposal budgets, pricing, and financial risk assessment
- Manage contract execution, modifications, invoicing, and closeout
- Track funding, burn rates, and contract deliverables tied to financial performance
- Coordinate with program managers to ensure financial and contractual compliance
- Maintain contract and grant records, reporting, and audit readiness

Strategic & Executive Role

- Advise CEO on financial strategy, risk, and growth planning
- Support pricing strategy, capture efforts, and proposal development
- Build scalable financial and contract management systems
- Establish financial discipline across programs and initiatives

- Participate in executive planning, risk management, and governance
- Support Board Finance/Audit Committee

Required Qualifications

- Must be a U.S. Citizen
- Must be willing and eligible to obtain and maintain a U.S. Department of War personal security clearance
- Bachelor's degree in accounting, business, finance, or related field
- 10+ years of progressive financial leadership experience
- Experience as CFO, Controller, or senior finance leader in a nonprofit, government contractor, or research organization
- Direct experience administering federal contracts and/or grants
- Strong knowledge of:
 - Nonprofit accounting & compliance
 - FAR / DFARS / Uniform Guidance (2 CFR 200)
 - Government contract financial management
- Experience managing audits and financial controls
- Strong executive communication and leadership skills
- Ability to operate both strategically and hands-on

Desired / Preferred Qualifications

- MBA strongly desired
- CPA preferred
- Experience in applied research, national security, cyber, or technology organizations
- Experience managing indirect rates and federally funded programs
- Familiarity with OTAs, SBIR/STTR, and research grant structures
- Experience scaling financial systems in a growing organization
- Experience supporting Board-level reporting and governance

Key Attributes

- Mission-driven and team-oriented
- Structured, disciplined, and detail-oriented
- Strategic thinker with operational execution capability
- Comfortable in fast-moving, entrepreneurial environment
- Strong judgment and risk awareness
- Trusted advisor to CEO and leadership

Compensation

Competitive salary commensurate with experience. NUARI offers a mission-driven environment and the opportunity to help build a nationally significant applied research organization.

Benefits include:

- Full health, vision and dental insurance
- Life, disability and short-term insurance
- 403b with company contribution and matching

Salary range: \$150K - \$170K

How to Apply

Submit resume and cover letter detailing relevant financial and contracts administration experience to: jlappin@norwich.edu. Position is open until filled.

NUARI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex , or national origin. Applications from women and people of diverse racial, ethnic, and cultural backgrounds are encouraged.