



**Director of Enrollment Management
July 2022
NEWTOWN SQUARE, PA**

The School

Located on an expansive campus in Newtown Square, 15 miles west of downtown Philadelphia, Episcopal Academy is an independent day school serving 1,250 students grades PreK-12. Founded in 1785 with the mission to challenge and nurture mind, body, and spirit, EA has become one of the top independent schools in the country, drawing students to its spectacular, 123-acre campus from 100 communities in southeastern Pennsylvania, Delaware, and New Jersey. While each employee at Episcopal brings a unique set of competencies and skills to their work, the School believe all employees should:

- Be student-centered, embraces school and life and shows it through actions and interactions with students, colleagues, and parents.
- Embody and live The Stripes (the qualities that an Episcopal Academy student aspires to live by both inside and outside the school community).
- Consistently maintain high standards for their own work and motivates others to achieve the same standard of excellence.
- Demonstrate a desire and willingness to constantly grow and learn, both personally and professionally, and sees others – especially students – as having the ability to learn and reach success.
- Foster a positive culture by being optimistic, selfless, flexible, and collaborative.
- Demonstrate a belief in and commitment to fostering an inclusive and diverse school community.

The school’s mission takes a robust approach to Mind, Body, and Spirit as an holistic approach to educating, nurturing, and developing boys and girls. At EA, Mind, Body, and Spirit are not competing but rather inseparable and mutually reinforcing interests. The School is committed to being an inclusive community, where all community members feel a strong sense of belonging. As of



the 2021-2022 academic year, Episcopal's student body included 32% students of color, while 15% of faculty identified as people of color. Grounded by its Episcopal roots, the School welcomes members of all faith traditions.

More than 70 percent of Episcopal’s 200 faculty members hold advanced degrees and 100 have served the Academy for ten years or more. Since 2017, The Episcopal Academy Center for Teaching and Learning (CTL) has provided EA teachers with personalized support to spark collaboration and inspire innovation in the



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classroom. The CTL delivers on-campus, on-demand professional development, powered by the CTL team's meticulous research of the latest educational methods and tools.

Campus highlights include: state-of-the-art air-conditioned classroom buildings; a 600-seat mainstage theater; a black box theater; a well-equipped athletic center with a 35-meter pool, a competition gymnasium, and 10 squash courts; nine playing fields including two turf fields; and 14 tennis courts.

The Position

Reporting to the Head of School and a member of the school's leadership team, the Director of Enrollment Management is responsible for Episcopal's full enrollment management strategy, including brand awareness, financial aid, on-boarding, and retention. They are a key brand ambassador for Episcopal in the community, ensuring families, community partners, and other stakeholders view Episcopal as a place where students thrive and grow. The Director sets the tone for the six full and part time members of the Office to be customer-centric, creative, and intentional in how they approach their work.



Many paths lead to enrollment management work and many different experiences can prepare a person to lead. EA believes someone who identifies with the following points will be well-positioned for success in this role:

- A strategic thinker with deep knowledge of all aspects of the enrollment management process, committed to building a strong, diverse student body in each division.
- A continuous learner, with demonstrable commitment to innovation and improvement.
- A committed advocate for equity, engaged in their own journey to being inclusive and equitable in their work, their interactions with students and families, and in their relationships with colleagues across campus.
- A brand champion and enthusiastic school ambassador, always looking to form new community connections and strengthen existing ones.
- An affable relationship builder, able to forge connections with internal stakeholders to develop an authentic understanding of the student and family experience at Episcopal.
- A savvy consumer, producer, and user of data, both to inform strategy and to improve the day-to-day operations of the Office.
- An effective priority-tasker, able to manage multiple priorities and initiatives simultaneously, while keeping track of short- and long-term goals and desired outcomes.
- A collaborative colleague, keen to partner with other units across campus to create and maintain a seamless, welcoming experience for families, from point of first contact through graduation and beyond.
- A master communicator, capable of maximizing the impact of various channels and connecting with different constituent groups.
- An inspiring leader, committed to the growth and development of each member of the team.



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The Episcopal Academy seeks candidates who hope to help foster a school environment where all people are valued and where all perspectives are respected and appreciated, as described in the EA Diversity and Inclusion statement.

Salary and Benefits

Episcopal Academy offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package including a retirement plan with employer-matching, a full array of insurance plans, and generous support for professional growth. EA is an Equal Opportunity Employer.

How to Apply

Feel free to contact the consultant confidentially if you're considering applying. Applicants will need to send resume/CV, letter of intent, and later, a list of five references with contact information (references will not be contacted until the candidate is notified), and statement reflecting your approach to admissions and enrollment management to Ben Bolte, bbolte@carneysandoe.com. Please do not contact the school directly.



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