

EXECUTIVE DIRECTOR OF COLLEGE COUNSELING SEARCH

THE EPISCOPAL ACADEMY

Newtown Square, Pennsylvania
episcopalacademy.org

Start Date: July 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Challenging and nurturing Mind, Body, and Spirit, we inspire boys and girls to lead lives of purpose, faith, and integrity.

At The Episcopal Academy, we take a robust approach to Mind, Body, and Spirit as a holistic approach to educating, nurturing, and developing boys and girls. We do not believe that Mind, Body, and Spirit are competing interests, but rather that the three are clearly inseparable and mutually reinforcing.

At a Glance



Established
1785



Enrollment
1,282



Total Faculty
164



Number of seniors in the
class of 2024
134



Students of color
34%



Financial aid awarded
\$9.2M



Faculty with advanced degrees
73%



Campus size
123 acres

Upper School enrollment: 544

Campus Constructed: 2008

Students receiving aid: 24%

Endowment: \$101.7 M

Annual operating budget: \$48 M

Varsity sports: 30

Seniors applying to an early program
(ED, EA, REA): 99%

Students leaving PA for college (class of
2023): 72%



Overview

Founded in 1785, Episcopal Academy is dedicated to educating the whole student in mind, body, and spirit. Recognized as one of the finest independent schools in the nation, Episcopal Academy serves nearly 1,300 PK-12 students on an expansive, state-of-the-art campus where learners are motivated to pursue their passions in academics, athletics, and the arts.

In the spirit of its continuous focus on excellence, Episcopal Academy has spent the last two years considering how it can thoughtfully and creatively evolve its college counseling program. Those conversations have already yielded some outcomes, including the following articulation of the program's focus and commitments.

Episcopal Academy provides a transformative college counseling program that:

- *Centers relationship-building*
- *Contributes to educating the whole student by fostering in each student:*
 - » *engagement & growth in their EA experience*
 - » *healthy balance & agency*
 - » *personal reflection*
- *Provides:*
 - » *expert & comprehensive stewardship*
 - » *a personalized multi-year program*
 - » *partnership with families*

All of this enables EA to best advocate for, collaborate with, support, and prepare students for college and beyond.

In addition to the ongoing conversations, which the new Executive Director will join after their appointment, EA has already taken steps to support the program's development. Most notably, this includes growing its team to a full-time staff of eight, including the incoming Executive Director, six full-time college counselors, and a College Financing Counselor/Registrar. This staff expansion allows for caseloads of approximately twenty seniors per counselor, enabling the highly talented and experienced team to provide the best possible counseling to their students, create and implement a comprehensive four-year program for students and families, participate as active members of the EA community, and engage in the national college admission and college counseling community and conversation.



In its Executive Director, Episcopal Academy seeks a national leader in college counseling who brings a commitment to excellence; a confident, compelling, and trusted voice; a heart for high school students and the parents, caregivers, and teachers guiding them; a broad professional network; and an orientation toward supporting, empowering, and growing their team.

Priorities and Challenges

Embracing and actualizing Episcopal Academy’s vision to provide a transformative college counseling experience to every student and family: The Executive Director will lead an exceptional team of counselors and benefit from tremendous institutional support in bringing to life a best-in-class college counseling program. While the school has given significant thought to how the current program can continue to evolve, there is also much room for creativity, innovation, and discovery as the Executive Director leads the team in refining processes and programs, creatively meeting the needs of students and parents/caregivers, proudly advocating for the school and students in the college process, and proactively building deep relationships within EA and in the broader college admissions community. The Executive Director will bring energy, ideas, and enthusiasm—alongside deft change management skills—to this unique and exciting opportunity.

Leading and empowering a team of experts: The current team brings significant experience and skill to their work based on time spent in college and university admission and independent school college counseling offices. The Executive Director will continue to further the group’s collaborative spirit and esprit de corps, empower and provide opportunities for team members to impact the program and EA community in their areas of expertise and interest, and seek opportunities for the group to demonstrate leadership within the broader college admission and counseling community through involvement in regional and national organizations and boards and conference presentations.

Prioritizing communication and connectivity: Central to EA’s commitment to building and sustaining a transformative college counseling program is a commitment to proactive and authentic communication and connectivity across all members of the community: students, parents/caregivers, faculty, administrators, and college and university admission officers. The Executive Director will have the opportunity to refine the office’s communications flow, thinking strategically about how best to meet community members’ specific needs in a way that is timely and personalized. The Executive Director will model and support the team as they nurture relationships built on visibility and engagement in the life of the school.



Centering students while serving as the college counseling office’s chief storyteller: In all aspects of their work, the Executive Director will keep the focus on students — their needs, aspirations, and wellness. The Executive Director will also embrace the public-facing nature of the role, including serving as a key spokesperson for the school, working in support of the school’s admission and enrollment programs, and educating the community, including the Board of Trustees, about the evolving nature of the college admission landscape and the school’s college counseling program through presentations and written communications.

Qualifications and Personal Attributes

Strong candidates will possess all or most of the following:

- An exceptional background in independent school college counseling, expert knowledge of colleges and universities and the college admission landscape, ideally gained through experience in one or more undergraduate admission offices, and a robust professional network.
- The ability to articulate vision and strategy and the tactical skills required to deftly manage the systems and processes necessary to implement strategy; the analytical and data skills to assess and iterate programs and practices as needed.
- Strong leadership skills and significant management experience with an orientation toward empowering and supporting professional growth.
- The ability to build productive, dynamic working relationships with high school students in support of their self-understanding, growth, needs, and aspirations for college and beyond whether based on their identities, passions, or abilities.
- Personal and professional commitment to diversity, equity, and inclusion and the ability to co-create programs and model practices that center equity and cultivate an office environment that invites all—students, families, and colleagues—to be their authentic selves and articulate their needs.
- Self-awareness and a demonstrated commitment to personal and professional growth.
- A commitment to partnering with parents/caregivers in support of students’ needs and aspirations.
- Well-honed writing, listening, interpersonal, and presentation skills and the ability to harness those skills in the service of the full range of responsibilities associated with serving as the Executive Director of College Counseling.
- A commitment to visibility and relationship-building within a school community.
- The confidence and humility to advocate for and embrace new ideas, invite and engage in productive disagreement, and welcome feedback.

Learn More

Click on the links below to learn more about The Episcopal Academy.

[School Website](#)

[College Counseling](#)

[School History](#)

[College Profile](#)

[Diversity, Equity, and Inclusion](#)

[Virtual Campus Tour](#)

[The Stripes](#)

[About Newtown Square, Pennsylvania](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates are invited to submit the following materials as separate PDF documents:

- A cover letter tailored to express interest in this position
- A current and comprehensive résumé

Selected candidates may also be asked to provide:

- Writing samples: two redacted letters of recommendation written about former or current students and another sample of a communication piece directed at parents or community
- List of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)

Materials should be sent to:

Chris Boyle

Consultant

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Marsha Little

Senior Consultant

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