



**Director of Enrollment & Financial Aid
Green Farms Academy—Westport, CT
July 2024**

The School

At Greens Farms Academy (GFA), students are empowered to do the hard, thrilling, essential work of shaping their own world, of building their own future. More than 700 PreK -12 students come from 23 towns in Fairfield and Westchester counties and form an inclusive community that plays on 64 interscholastic athletic teams, participates in a robust service-learning program, and aspires to live by the school's motto, "Each for All."

School Motto

We are proud that "Quisque pro Omnibus — Each for All" is our school motto. From PreK through 12th grade, a sense of responsibility and empathy threads through our community. We know that in these times, young people are grappling with big questions. Our mission is to help students become the best they can be by instilling our core values of passion, integrity, empathy, curiosity, and excellence.



Founded in 1925, GFA is situated on a former Vanderbilt estate in the Greens Farms section of Westport, CT. The School is located on a scenic 44-acre campus. The Lower School enrolls 170 students, the Middle School 230 and the Upper School 315. The School's highly regarded academic program is built around small class sizes (average 15), mentoring partnerships with faculty (8:1 student to teacher ratio), and innovative programs designed to support students' pursuit of questions that matter to them. The faculty is characterized by its growth-mindset, embracing innovation, exploring a range of student-centered approaches, and constantly seeking to better serve its students.



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A stunning waterfront campus in Westport, CT, comprises three ecosystems - a salt marsh, Audubon woodlands, and the Long Island Sound - and architecture ranging from a modernized Vanderbilt estate to a state-of-the-art center for arts and global studies. Greens Farms Academy has graduated thousands of compassionate, enterprising, broad-minded women and men - people with the courage and vision to build a better world. The GFA mission plays an essential role in school life: GFA engages students as partners in an innovative, inclusive, and globally minded community to prepare them for a life of purpose. Faculty and staff have committed that language to memory, along with our core values -- passion, integrity, empathy, curiosity, excellence -- so as to better live out the spirit of those words.



GFA is a suburban school close to major transportation and a five-minute walk from the Greens Farms Metro North train station. The campus sits on the Long Island Sound, a half hour south of New Haven and an hour north of New York City by car or commuter train. The school has enjoyed robust enrollment amidst strong independent and public school options.

Head of School

Bob Whelan's personal and professional path to independent school leadership is one of diverse and interesting experiences. Raised in smalltown Maine, he attended South Portland High School before Phillips Academy Andover. He earned his BA at Brown in 1991 as a double major in American Civilization and Philosophy. For several years after graduation, Bob's career was involved with music as founder, singer, songwriter, business manager, and director of a band that performed over four hundred concerts. He held a major label recording contract with Atlantic Records and a publishing deal with EMI Music.



Bob returned to Brown in 2001 where he served as the Director of the Parents Leadership Program and also earned a M.Ed. in Education, Policy, and Management from Harvard. He served as the Associate Head of School at Rippowam Cisqua School before being named Head of School at Lake Forest Country Day School in the Chicago suburbs. Bob's leadership at LFCDS brought about innovations that improved the quality of the school's curriculum, increased enrollment, significantly upgraded facilities, and created a more diverse and inclusive community. Bob became the eighth Head of School at Greens Farms Academy beginning July of 2018.

Position

Greens Farms Academy seeks a Director of Enrollment and Financial Aid who cultivates meaningful connections and builds strong relationships inside and outside the school. The Director will manage admission programs for recruitment, enrollment and retention; develop and maintain strong relationships with constituents, including area schools, community organizations and professional consultants; plan and organize admissions events for prospective students and families; develop strategic goals to achieve target enrollment; manage, guide, and evaluate admission staff;



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oversee financial aid in partnership with the CFO. The Director will be empathetic to the various needs of prospective families and students and will be able to manage expectations and deliver admissions decisions in a manner that is in keeping with GFA's mission and core values. A high level of professionalism, excellent communication and interpersonal skills, organizational skills, and attention to detail are required, as is a penchant for data, a creative mindset, and an appreciation for the whole child. The DEM will serve as a strategic partner for the Head of School.

For all positions, GFA looks for candidates who enjoy working with colleagues in a collaborative environment; are flexible, creative, and adaptable; demonstrate a willingness to fully engage in the life of the school; and are committed to fostering a culture of belonging for all students under its care.

Key responsibilities:

Partnership

- Demonstrate belief in, understanding of and commitment to the school's mission, values, and practices.
- Develop and maintain strong relationships with constituents, including area schools, community organizations, and professional consultants.
- Engage colleagues across the school in supporting the effort to recruit, admit, and retain students.

Program

- Manage admission programs for recruitment, enrollment, and retention.
- Plan and organize enrollment events for prospective students and families.
- Partner with the Advancement Office to develop a comprehensive marketing and communication program, including print, electronic, and social media outreach that differentiates the school's unique brand.

Management

- Manage admissions staff, including individual goal setting, providing clarity about responsibilities, fostering a learning mindset, and providing clear feedback on performance.
- Lead and mentor the admissions team in strategic goal settings to achieve target enrollment.
- Oversee the selection process of new students in all three divisions.
- Sustain a mission driven financial aid philosophy, policies, and procedures.

Professional Qualifications:

- Bachelor's degree; master's preferred
- Minimum of 5 years of experience in enrollment management in independent schools; familiarity with PreK-12 preferred
- Experience with enrollment management software (Ravenna, Clarity, Finalsight)
- Exceptional interpersonal, organization and communication skills.



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How to Apply

Feel free to contact the consultant confidentially if you're considering applying. Please do not contact Greens Farms directly. 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 Bolté
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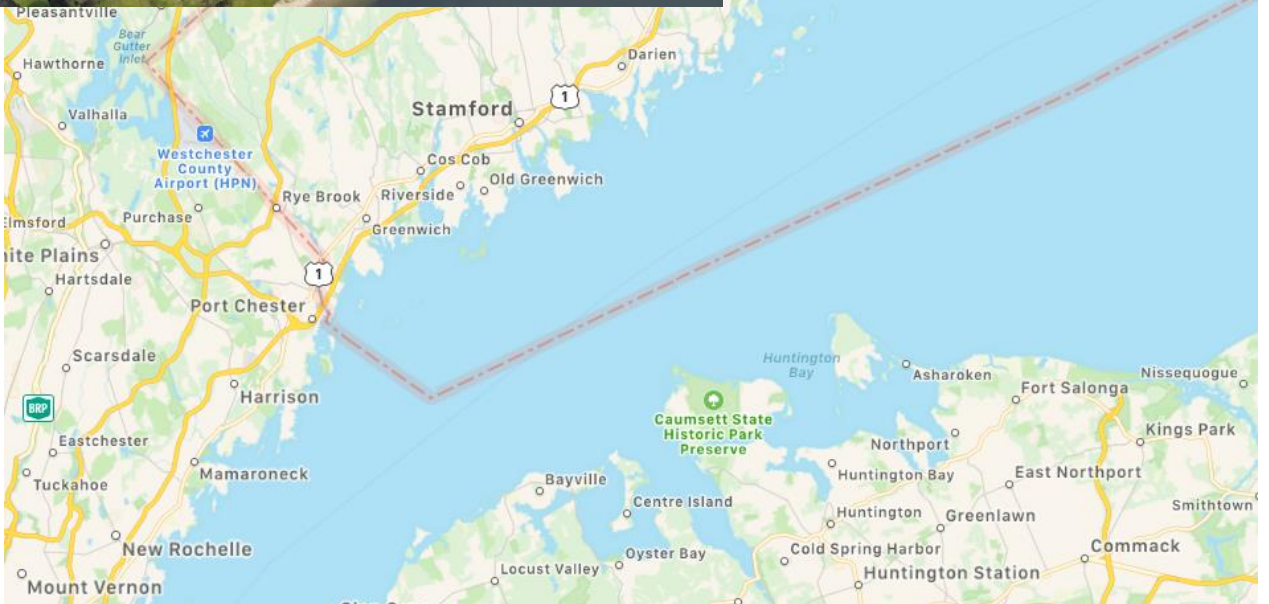
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