

DIRECTOR OF ENROLLMENT MANAGEMENT SEARCH

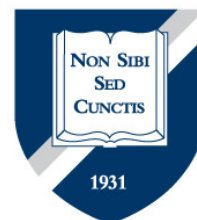
MILLBROOK SCHOOL

Millbrook, New York

millbrook.org

Start Date: July 2026

MILLBROOK



**Carney
Sandoe**
& ASSOCIATES



Mission

In a community where every student is known and needed, Millbrook prepares its students for college and lives of meaning and consequence by instilling the values of respect, integrity, service, stewardship of the natural world, and curiosity.

At a Glance



Established
1931



Total enrollment
330



Total faculty
80



Student-teacher ratio
4:1



Students of color
31%



Financial aid awarded
\$5M



Faculty with advanced degrees
80%



Campus size
800 acres

States represented: 24

Countries represented: 16

Total employees: 150

Faculty of color: 12%

Students receiving aid: 28%

Endowment: \$75M

Annual operating budget: \$28M

AP/Advanced/Honors courses: 35

Community service groups: 37

Athletic teams: 37



Overview

Founded in 1931 and located on a stunning 800-acre campus in Dutchess County, New York, Millbrook School is known for its commitment to a rigorous, residential education emphasizing community, stewardship, curiosity, integrity, and service. The school's motto, *Non Sibi Sed Cunctis* (not for oneself but for all), encapsulates the true spirit of the school where students and faculty strive not only to better themselves intellectually and emotionally but also to give back to the community through stewardship and service.

Millbrook's college-like campus is expansive yet intimate, traditional yet contemporary—its location, ideal. On campus, every classroom is designed to foster participation, conversation, and collaboration, while the vibrancy and resources of New York City, the Hudson Valley, and the Berkshires are equally powerful classrooms that teachers draw upon regularly. This is a one-of-a-kind learning experience: only Millbrook has an AZA-accredited zoo, the Trevor-Lovejoy Zoo, set in a beautiful outdoor classroom of wetlands, streams, marshes, and forest canopy. It is no surprise that Millbrook is widely recognized as a leader in environmental education. With a focus on small class sizes and hands-on learning, Millbrook offers a comprehensive experience that extends beyond academics into athletics, arts, and service. With 330 students, most of whom reside on campus, from 24 U.S. states and 16 countries, the culture of the school is driven by its ideal size, which allows all students to be known and needed.

Reporting to the Head of School, the Director of Enrollment Management sets the strategic direction for the admission, enrollment, and retention of a dynamic student body. As part of the school's recruitment and enrollment of students, the director oversees the administration of the admission and financial aid budgets; admission processes and records; admission events, travel, and constituent volunteer efforts; and all recruitment, enrollment, and matriculation initiatives. The successful candidate will be a demonstrated enrollment leader and possess the ability to inspire and lead others, a facility with the use of data-informed strategic planning, and a passion for engagement in all aspects of boarding school life.



The Opportunity

The next Director of Enrollment Management will build on recent successes in shaping a community grounded in *respect, integrity, service, stewardship of the natural world, and curiosity*. While maintaining and cultivating a strong pool of domestic boarding students, there is also opportunity to broaden Millbrook's reach and recognition beyond the Northeast. With a warm and welcoming community, immersive real-world learning, and impressive campus driving a high application conversion rate, expanding the pipeline of visitors to campus will be key. The admission team is talented, energetic, and eager to support the new DEM in continuing to advance enrollment goals.

By further strengthening partnerships with academics, athletics, and the arts, Millbrook can continue to build an enrollment model in which all divisions are engaged in enrolling and retaining mission-appropriate students. This collaborative approach will both highlight Millbrook's programmatic strengths and increase student retention.

Key Responsibilities

- Serve as chief enrollment officer, ensuring the school has a robust pipeline of applicants, enrolls mission-appropriate students, and collaborates across the school to retain them.
- Set enrollment goals, financial aid targets, and other key indicators of enrollment health in consultation with the Board of Trustees, Head of School, and Chief Operating Officer.
- Provide current research and information about demographics, trends, and challenges in the marketplace as a part of the senior leadership team.
- Design and implement an enrollment management strategic plan that meets the school's financial goals and community building priorities.
- Generate regular updates on statistics and trends for the Board of Trustees and Head of School, attend meetings when appropriate, and keep the board fully apprised of the school's enrollment management endeavors.
- Lead the admission and enrollment team, providing guidance, coaching, and goal-setting for the office.



- Partner with the Communications Office to develop and implement strategic and effective marketing initiatives.
- Establish consistent processes and tools for candidate assessment and evaluation, manage the Admission Committee, and collaborate with faculty to assess outcomes of enrolled students.
- Participate fully in the daily life of the school community as an integral leader of the community.

Qualifications and Personal Attributes

Personal Attributes and Competencies

Millbrook seeks an experienced and energetic independent school educator with significant enrollment management experience. The ability to communicate with enthusiasm and knowledge the benefits of a boarding school education is critical. In this small-by-design school, willingness to be present and actively involved in the life of the school is expected. They should possess strong integrity, sound judgement, and the ability to hold information in confidence.

In addition, the successful candidate will be:

- A strategic thinker who can both create plans for expanding the reach of the school and deliver on those plans with strong enrollment performance.
- A collaborative colleague who will work across areas of the school to meet the needs of this close-knit community, ensuring that the student body is robust and diverse.
- A powerful storyteller who can hold the attention of a room or a panel.
- Facile with the collection and interpretation of data, using it to identify trends, areas of concern and success.
- Warm and authentic, with the ability to develop deep connections with students.

Experience & Skills

- Bachelor's degree required; master's degree preferred
- Five to seven years working experience in a school setting or equivalent experience
- Significant experience in Enrollment Management
- Experience as a school leader or administrator, preferably in an independent school
- Experience living and working in boarding schools preferred
- Experience working with international recruiting preferred
- Demonstrated success setting expectations for professionalism, accountability, and collegiality

Learn More

Click on the links below to learn more about Millbrook.

[School Website](#)

[College Matriculation](#)

[School History](#)

[About Millbrook, New York](#)

[Diversity, Equity, Inclusion, and Belonging](#)



To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing interest in this position
- A current résumé
- A 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):

Candidates are invited to contact the consultant in confidence and to submit materials to:

Lisa Parsons

Consultant

lisa.parsons@carneysandoe.com

Charlotte Brownlee

Consultant

charlotte.brownlee@carneysandoe.com

The full-time equivalent salary range for this position is \$130,000 - \$180,000 and the position comes with housing. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise. The Director of Enrollment Management is an integral part of the Millbrook community and will be expected to live on campus and provide support in the residential program.