

DIRECTOR OF ENROLLMENT MANAGEMENT SEARCH

CRANBROOK SCHOOLS

Bloomfield Hills, Michigan
schools.cranbrook.edu

Start Date: July 2026



Carney
Sandoe
& ASSOCIATES



Mission

Cranbrook Schools prepares students to thrive in and shape a complex world. A community that values diversity and inclusion, we cultivate wonder and, through our comprehensive programs and world-class campus, create opportunity for intellectual, creative, and athletic excellence, personal well-being, and social accountability.

We nurture and challenge, inspire and empower students to be caring, passionate, and purposeful.

Guiding Principles

Cranbrook Schools comprise a college preparatory day and boarding educational institution, early childhood through 12th grade, consisting of three divisions: a lower, middle and an upper school. We are structured to recognize and respond to the developmental, cognitive and creative needs of boys and girls and are dedicated to excellence in all aspects of education.

At a Glance



Established
1922



Total students (2025-6)
1,673



Total faculty
213



Student-teacher ratio
9:1



Students of color
38%



Financial aid awarded
\$12.8M



Faculty with advanced degrees
90%



Campus size
319 acres

Faculty of color: 12%
Students receiving aid: 35%

Endowment: \$310M
Annual Operating Budget: \$73.2M (Schools);
\$97.4M (Cranbrook Educational Community overall)



Overview

With more than 1,650 students Cranbrook Schools is one of the largest and most multi-faceted independent, PreK-12th grade, day and boarding schools in the country. Housed within the multidimensional Cranbrook Educational Community, what distinguishes Cranbrook Schools from other educational institutions is the thoughtful development, from its historical inception, of an environment where physical surroundings and educational philosophy exist in authentic dialogue with one another. A commitment to innovation and design, coupled with an abiding love for aesthetics and education, inspired philanthropists George Booth and Ellen Scripps Booth in the early 1920s to begin founding the various peer institutions that would over time become the Cranbrook Educational Community. Legendary architects like Eliel and Eero Saarinen, sculptors Carl Milles and Marshall Fredericks, and design pioneers Charles and Ray Eames and Harry Bertoia, were some of the principal innovators who crafted a near-ideal natural and built environment for inquisitive students to create, discover, wonder and grow. Over time, their vision evolved into the 319-acre campus that is now a National Historic Landmark that is home to the five divisions of Cranbrook Schools, as well as the Institute of Science, the MFA-granting Academy of Art, the Art Museum, the Center for Collections and Research, and the House & Gardens. True to the intent of its founders, each entity is renowned on its own merits, and the collective entity is one of the world's leading centers for education, science and art – superb assets for any independent college preparatory school.

A deep sense of community exists within Cranbrook's extraordinary campus. Cranbrook becomes such an important and lasting part of people's lives that many graduates, parents, teachers and administrators stay connected to the community for decades, returning year after year to attend reunion weekend or homecoming, to visit its multiple museums, or to simply walk its breathtaking grounds. With more than 250 of the 811 Upper School students boarding, and 70% of the Upper School faculty living on campus, the place really does become "home" for the people it serves. Boarding students currently hail from 22 states and 33 countries and their diverse, multi-faceted backgrounds expose the entire community to a wide range of ideas and viewpoints, fueling creativity and fostering enduring interpersonal relationships.

Those who work at the Schools speak of the enriching opportunities they and their families have in being part of a place that is so culturally vibrant and engaging, where there exists not only school related activities and events but regularly offered public programming in the arts, history, design and culture. All this takes place on a magical campus which is among the most well-resourced and extraordinary in the country. Little wonder why faculty and administrators remain for many years. Faculty describe a campus and community "where you can live fully," and "where there are always enriching and inspirational things going on for learners of all ages – you can see, learn, and make." So pervasive is the resulting sense of community that many alumni credit the Cranbrook experience with being one of the single greatest factors in their lifelong success and happiness; many graduates go on to send their children and grandchildren to be educated by the Schools' outstanding faculty, who collectively average over 22



years of service at Cranbrook, making it home to one of the most experienced faculties in the country. Cranbrook is dedicated to promoting and advocating for diversity and inclusion within all aspects of the community. As the Schools' two historical mottos affirm, "Enter to Learn, Go Forth to Serve," and "Aim High," diversity, equity, and inclusion are elemental to the Schools' identity. Established in 1965 with an initial grant from the Ford Foundation, Horizons-Upward Bound (HUB) is a partner program at Cranbrook Schools that has served first-generation, college-bound high school students in lower income and underserved areas of metropolitan Detroit and the Detroit public school system for 60 years. For four consecutive summers beginning at the end of 8th grade and concluding at the beginning of 12th, HUB students spend six weeks on campus under the supervision of HUB faculty and staff, many of whom are full-year Cranbrook teachers. The HUB program is one of the oldest and largest of its kind in that nation, serving 160 students annually at no cost to the participants.

The central governing body of Cranbrook Educational Community (CEC) is the Board of Trustees, which has chief legal and fiduciary responsibility for the entire Community, including the Schools. Trustees serve renewable three-year terms and the Board includes at-large members as well as members representing the Schools, the Institute of Science, and the Academy of Art and Art Museum. The President of the Community reports to the Board and has responsibility for oversight and management of all aspects of the Cranbrook Educational Community. As do all affiliated units at Cranbrook, the Schools also has its own dedicated Board of Governors, which is advisory in nature and is made up of alumni, current and past parents, and friends of the Schools.

About the Head of School



Dr. Jeff Suzik's experience in academic administration spans over 25 years and his career has been characterized by innovation, vision, and a tireless work ethic. An historian of American education, he is deeply passionate about Cranbrook's historical legacy but simultaneously understands and embraces the need for the Schools to evolve, adapt, and grow. Dr. Suzik arrived at Cranbrook in 2021, coming from his role as Director of the Fanny Edel Falk Laboratory School at the University of Pittsburgh, where he held a joint appointment as Associate Professor in the School of Education. He previously served as Head of School at Mounds Park Academy in Saint Paul, MN, Assistant Head at Mary Institute and St. Louis Country Day School, and began his independent school career as a teacher and administrator at Shady Side Academy in Pittsburgh. With extensive teaching experience at the secondary and university levels, he has published on a range of educational and historical topics. Dr. Suzik earned his BA at Gustavus Adolphus College and his MA and PhD at Carnegie Mellon.



Bloomfield Hills, Michigan

A picturesque community of 4,000 residents, and composed of woodlands, rolling terrain and distinctive architecture, Bloomfield Hills sits just 20 miles northwest of the city of Detroit and 45 miles from Ann Arbor. The charming downtown area of nearby Birmingham, just two miles from campus, is filled with restaurants, shops, and other off-campus amenities for students and faculty.

The Greater Detroit area, currently in the midst of a period of growth and impressive revitalization, is both dynamic and sophisticated; in fact, it's a very exciting place to live right now. The area offers a remarkable array of opportunities for visitors and residents alike, including fourteen museums and cultural centers; symphony, opera, jazz, and arts festivals; professional sports teams in baseball, football, hockey, soccer, basketball, and by 2029, WNBA basketball; and more theater seats than any city east of the Mississippi outside of New York. The Michelin Guide just added Detroit as the eleventh US city it follows, with Cranbrook being cited as one of only five destinations to receive its coveted three-star-rating. In recent years Detroit has reestablished itself as a hub of innovation, emerging as a global leader not only in the automotive and mobility sectors but is growing rapidly in technology, healthcare, and advanced manufacturing. Over the past fifteen years, local investors have pumped more than \$7B into a mass restoration and reimagining of downtown Detroit, which includes an historically significant collection of exquisite art deco skyscrapers as well as newly-built modern structures. The city's growing population reflects the area's resurgent energy. In nearly every way imaginable, Detroit itself has a forward-looking spirit. The strong sense of community pride, combined with the state's focus on innovation, sustainability, and regional growth, reinforces why Detroit and Michigan are not only desirable places to live but also strategic places to invest, work, and build a future.

Beyond professional advantages, the two peninsulas of Michigan deliver an unrivaled natural landscape and cultural resources. With over 11,000 inland lakes, expansive forests, and access to the Great Lakes—the largest freshwater system in the world—the state, and its hundreds of miles of shoreline, offers year-round outdoor recreation, from boating and fishing in the summer to skiing and snow sports in the winter.

Opportunities and Challenges

The Director of Enrollment position at Cranbrook Schools, in which Drew Miller has served for 30 years, is one of the most complex and interesting in independent education. Drew will retire in June of 2026. Under his leadership, the Schools have enjoyed full enrollment and exceeded budget for many years. Due to the sophisticated nature of the Schools' enrollment needs, with a boarding high school, single gender middle schools, and a lower school with an early childhood component, the process and metrics for each enrollment cycle provides ample opportunity as well as challenge. The Director of Enrollment Management reports to the Director of Cranbrook Schools, Jeff Suzik.



Building on Strong Enrollment

The next Enrollment Management Director will have the opportunity to refine what is already a laudable admission program. The goal will not be to increase enrollment but rather to focus on places where it can be optimized. Increasing the range of domestic and international boarding applications and deepening the middle school pool, and potentially expanding early childhood services are three areas of opportunity.

Navigating Systems and Teams

As a key member of the Schools' leadership team, the next Director will need to navigate the complex organizational and governance-related systems of the Cranbrook Educational Community with a high level of energy and engagement. A strong manager of people and an enthusiast for building team culture, the Director will work with a large and sophisticated enrollment team of 12 direct reports to align systems and practices across the Schools' five divisions.

Expanding External Presence

Engaging enthusiastically with external and internal constituents, the Director will be charged with finding ways to ensure strong, mission compatible classes and continue expanding the reach of the institution. The Director of Schools, Jeff Suzik, will be an eager and willing partner in the recruitment and outreach endeavors, including the co-crafting of inspiring narratives to tell Cranbrook's story to prospective students and their families.

Savvy and Knowledgeable Marketing

In partnership with the Director of Marketing and Communications, the next Director of Enrollment will lead strategic efforts for a marketing program that supports enrollment and retention efforts and reaches prospective and current families effectively. Ensuring that the Schools' identity, brand, and value proposition is consistently compelling for internal and external audiences will be a key goal.

Qualifications and Personal Attributes

The ideal candidate will be a seasoned and proven leader with deep experience in all aspects of enrollment, marketing, and admissions. Cranbrook strives to hire people committed to the Schools' mission and values. They will be a data-driven decision-maker and a proven team leader who possesses the personal qualities necessary to engage compellingly with external and internal constituents and the sophistication and marketing acumen to facilitate Cranbrook's full enrollment in future years.



The following qualifications are sought in the ideal candidate:

- Bachelor's degree required; Master's degree preferred.
- 10 or more years of either enrollment management experience, or of combined experience in the areas of marketing, communications, enrollment management, financial aid administration, and/or alumni/advancement.
- Commitment to working in and fostering an inclusive community with demonstrated high EQ in working with families, faculty, and staff of diverse backgrounds, perspectives, and needs.
- Ability to work collaboratively with other school community members and to navigate complex organizational systems and structures.
- Skilled manager who enjoys identifying and developing talent and consistently creates high-functioning teams and a welcoming atmosphere within the department.
- Strong understanding of the budget drivers that impact school finances.
- Adept and proficient user of up-to-date technologies that support data-driven student record management, analytical reporting, office operations, and social media strategy.
- Skilled manager who enjoys identifying and developing talent and has consistently created high-functioning teams and a welcoming atmosphere within the department.
- Strategic thinker and creative problem-solver with the ability to see the big picture.
- Superior communication skills, both written and spoken.
- Exceptional interpersonal, organizational, leadership and managerial skills.
- Ability to manage multiple tasks, meet tight deadlines, and address an ever-changing admissions landscape.
- A commitment to confidentiality and good judgment on sensitive matters.
- Willingness to work evenings and weekends and to travel, as needed.
- Experience as a teacher, coach, advisor, or mentor at multiple grade levels is a plus.

Learn More

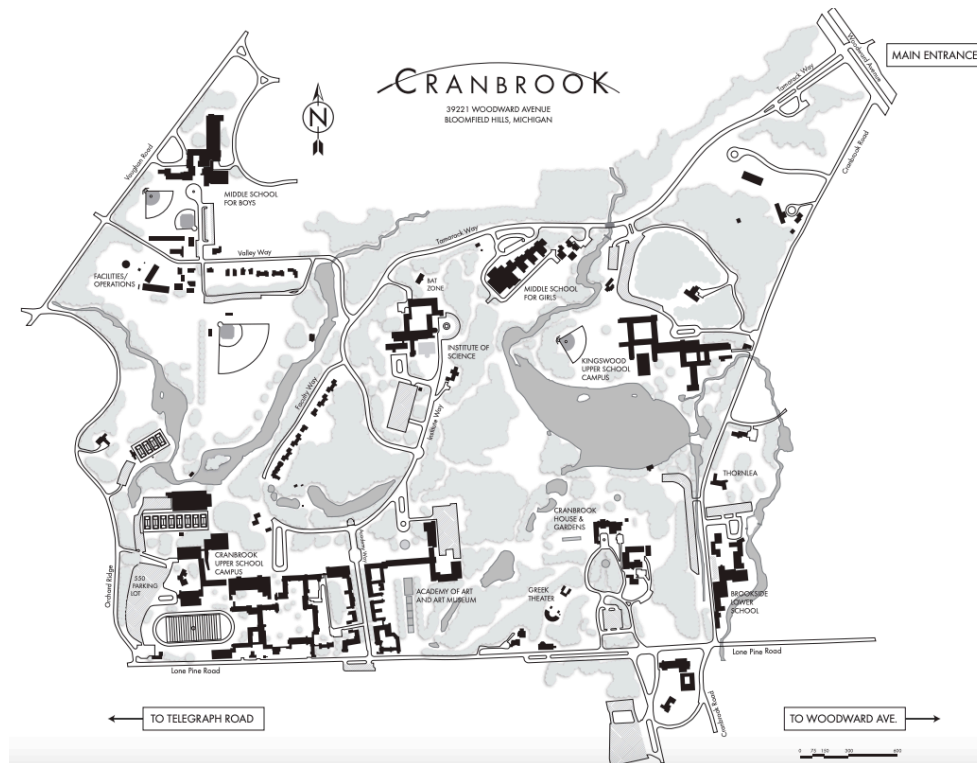
Click on the links below to learn more about Cranbrook School.

[School Website](#)

[IDEA: Inclusion, Diversity, Equity, & Access](#)

[Interactive School Map](#)

[College Matriculation](#)



To Apply

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

- A cover letter expressing their interest in this particular position;
- A current and thorough résumé with all positions and dates (of no more than 4 pages);
- 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) to:

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