



WOODLANDS ACADEMY  
OF THE SACRED HEART

**Director of Enrollment Management**  
Woodlands Academy of the Sacred Heart  
Lake Forest, IL  
July 2026

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Founded in 1858, Woodlands Academy of the Sacred Heart is a Catholic independent college-preparatory day and boarding school for young women in grades 9-12. Woodlands Academy is a member of the Network of Sacred Heart Schools, a family of independent schools committed to superb education spanning 41 countries with 25 schools in the U.S. and 2 in Canada. The network provides resources and opportunities for students and faculty with the aim of educating to: a personal and active faith in God; a deep respect for intellectual values; a social awareness which impels to action; the building of community as a Christian value; and personal growth in an atmosphere of wise freedom. Sacred Heart education is framed by the assumption that education is a relational journey that lays the foundation for the students to become integral persons, people who live lives of integrity.

As a Sacred Heart school with a long tradition of excellence, Woodlands prepares motivated young women of all faiths for lives of courage and confidence, educating them to discover their purpose, cultivate their talents and passions, and commit themselves to service as citizens of the world.

Woodlands Academy respects and seeks diversity that is cultural, racial, religious, and socioeconomic. The community represents many races, religions, and nationalities, and the academic and extracurricular programs promote global awareness and social responsibility.

Woodlands Academy's forward-looking mission focuses on the development of the whole student: "Rooted in the Sacred Heart tradition in a community where each student is known and loved, Woodlands Academy cultivates the intellectual, social, and spiritual growth of successful young women of all faiths through transformative experiences and global studies, preparing them to navigate their future with hope, joy, and purpose.



**Carney  
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Located on a lovely 41-acre campus and residential Lake Forest, 30 miles north of downtown Chicago, Woodlands Academy currently enrolls 104 students and offers boarding through their Residence Life Program. Woodlands offers domestic and international students a culturally diverse and caring home away from home, with fellow residents from around the region, around the country, and around the world. Approximately 20% of the students board, and the school offers both five-day and seven-day boarding options.



Lake Forest, Illinois is an elegant North Shore community and one of the most scenic, historical, and architecturally significant suburbs of Chicago with estates and homes designed by a range of distinguished architects. The town offers an exceptional quality of life, with abundant parks, walking trails, and access to outdoor recreation. Cultural opportunities abound in Lake Forest, which is home to galleries, performing arts venues, and a rich history of artistic and intellectual engagement.

Easy access to Chicago, one of the most dynamic cities in the world, enriches the educational and cultural experiences of students, faculty, and families. Chicago's world-class museums, theaters, sports teams, and diverse culinary scene are just a short train or car ride away. The best of both worlds: the serenity and natural beauty of a close-knit community and the vibrancy of a global metropolitan hub.



### **Position Description**

The Director of Enrollment Management is responsible for the development and execution of a comprehensive enrollment strategy that supports the long-term vitality of the school. This role oversees admissions, financial aid strategy (in collaboration with the Business Office), enrollment forecasting, marketing alignment, and student retention. As a member of the Leadership Team, the Director partners closely with academic, development, and student life leaders to attract, enroll, and retain mission-appropriate students and families.

### **Strategic Enrollment Leadership**

- Develop and implement a multi-year enrollment management strategy aligned with the school's mission, strategic plan, and the Goals and Criteria of Sacred Heart Education.
- Analyze enrollment data, market trends, and demographic patterns to inform decision making and forecasting.
- Establish and monitor enrollment targets by grade level, including new student enrollment and retention.

- Serve as a thought partner to the Head of School and the Leadership Team on enrollment related initiatives and institutional priorities.

### **Admissions & Recruitment**

- Lead all aspects of the admissions process from inquiry through enrollment, ensuring a warm, student-centered, and mission-driven experience for prospective students and their families.
- Oversee recruitment strategies, including outreach to school placement consultants, feeder schools, parishes, community organizations, and alumnae families.
- Plan and execute admissions events such as open houses, visit days, and accepted student programs.
- Directly support admissions efforts through local, regional, national, and international travel to enrollment events.
- Ensure equitable and inclusive admissions practices that reflect the diversity and values of Sacred Heart education.

### **Financial Aid Strategy**

- Collaborate with the Head of School and Business Office to develop and manage a financial aid strategy that supports access, affordability, and enrollment goals.
- Oversee financial aid awarding processes, ensuring transparency, consistency, and alignment with institutional priorities.
- Communicate effectively with families regarding tuition, financial aid, and value of a Sacred Heart education.

### **Marketing & Communications Collaboration**

- Partner with the Director of Strategic Communication and Marketing to align enrollment goals with branding, messaging, and outreach strategies.
- Contribute to the development of admissions materials, digital content, and storytelling that authentically reflects the school's mission and student experience.
- Utilize Blackbaud and digital tools to track inquiries, engagement, and enrollment trends.

### **Retention & Community Engagement**

- Collaborate with academic and Student Support Team members to ensure student retention and family engagement.
- Analyze attrition data and recommend strategies to improve student persistence and satisfaction.
- Serve as a visible and approachable presence to current families, students, and alumnae.

### **Leadership & Management**

- Lead, mentor, and evaluate the admissions and enrollment team, fostering a culture of professionalism, collaboration, and hospitality.
- Manage the enrollment management budget and ensure efficient use of resources.
- Represent the school at local, regional, national and international enrollment and Sacred Heart-related conferences and events.



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## Qualifications

- Bachelor's degree required; advanced degree preferred.
- Minimum of 5 to 7 years of progressive experience in enrollment management, admissions, or related leadership roles within independent schools.
- Demonstrated understanding of and commitment to the mission of Catholic education and the *Goals and Criteria of Sacred Heart Education*.
- Strong analytical skills with experience using enrollment data and Blackbaud systems to inform strategy.
- Excellent interpersonal, communication, and relationship-building skills.
- Proven ability to lead teams, manage complex projects, and collaborate across departments.
- Commitment to diversity, equity, inclusion, and belonging consistent with Sacred Heart values.



## Personal Attributes

- Mission-driven leader with a student-centered approach.
- Warm, relational, and confident presence with families, students, and colleagues.
- Strategic thinker who balances vision with operational excellence.
- Integrity, discretion, and professionalism rooted in faith and service.

## Commitment to Sacred Heart Education

The Director of Enrollment Management is expected to actively support and model the educational philosophy and values of Woodlands Academy of the Sacred Heart and to participate fully in the spiritual, communal, and professional life of the school.

## To Apply

Interested and qualified candidates will ultimately submit the following materials, as *separate PDF documents*:

- A cover letter expressing interest in this particular position;
- A current and thorough resume with all dates included (no more than 4 pages);
- A list of five professional references with the name, relationship, phone number, and email address of each person (*references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established*)

To: Ben Bolte (bbolte@carneysandoe.com) and Quentin Doggett (quentin.doggett@carneysandoe.com). Please do not contact the school directly.



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Beloit College  
Bowdoin College  
Champlain College  
Dartmouth University  
DePauw University  
Drew University  
Embry-Riddle Aeronautical University  
(Prescott, AZ)  
Florida Gulf Coast University  
High Point University  
John Carroll University  
Knox College (2)  
Loyola University Maryland  
Marist University  
Marquette University  
New York University  
Northwestern University  
Rhodes College  
Saint Mary's College (Notre Dame, IN)  
Santa Clara University  
Siena College  
Texas Christian University  
Trinity College (Hartford, CT)  
University of Chicago  
University of Sydney  
University of Illinois Chicago  
University of Illinois Urbana-Champaign  
University of Minnesota Twin Cities  
University of Notre Dame  
Wake Forest University  
William & Mary  
Villanova University

*Woodlands Academy of the Sacred Heart is an equal-opportunity employer. It does not discriminate against any individual based on race, color, religion\*, sex, sexual orientation, gender identity, marital status, national or ethnic origin, ancestry, genetic information, age, disability, protected veteran status or being a member of the Reserves or National Guard, or any other classification under state or federal law.*



Class of 2025 matriculation



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