



Director of Enrollment
Brookwood School
Manchester-by-the-Sea, Massachusetts
July 2026

About Brookwood

Founded in 1956, Brookwood School is an Early Childhood through Grade 8, coeducational, independent school located on a beautiful 30-acre campus in Manchester-by-the-Sea, Massachusetts, on the rocky north shore of Boston. Led by an exceptional faculty, the school offers a student-centered, academically engaging and varied program that nurtures and challenges students to reach their fullest potential. Currently, Brookwood enrolls approximately 300 students and has a 7:1 student/teacher ratio.

Brookwood understands that preparing students for the world in which we live today is a task entirely unlike those which educators faced even a decade ago. Along with the acquisition of knowledge, students need analytical and social-emotional skills in order to deconstruct the complexity of their lives and the evolving culture. To this end, the school supports learning in four



dimensions: skill mastery and deep knowledge; kindness, caring, and empathy; leadership and change-making; and creativity. This balanced, personalized approach, along with the belief that a community is strongest when comprised of individuals with diverse backgrounds, experiences, and points of view, prepares students for success in high school and beyond.

At Brookwood, confidence isn't taught — it's cultivated. Its program invites students to think deeply, act with empathy, and engage boldly with the world around them. Brookwood is a place where intellect and imagination thrive side by side, and where children discover the courage to question, the skill to create, and the character to lead. The school's 110 faculty and staff aspire to bring that same spirit of confidence and care to their work every day. They collaborate joyfully, innovate thoughtfully, and go the extra mile to do what's best for kids — shaping a community where everyone is known, valued, and inspired to grow.

At Brookwood, kids come first, and this commitment begins with the admissions process. The goal is to get to know each applicant as an individual, and the process is designed with this in mind. Whether the applicant is a newcomer ready to embark on the adventure of Early Childhood



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or Kindergarten, or considering switching schools, the admissions team is there to guide students through every step.

The campus includes a pond, wetland spaces, forest areas, and open green space. The 130,000 square foot facility sits under one roof with construction ranging from the original 1900 stable (now housing grades 5-8) to the 2014 state-of-the-art lower school, a dining common, and kitchen. In addition to grade level classrooms, there are five outdoor classrooms, two music rooms, three art studios and a kiln room, four science labs and science gym, a newly renovated library with a 15,000 volume collection, an Idea Lab, a gymnasium and a multi-purpose theater/gymnasium space, a dance studio, two synthetic turf fields, and well-appointed outdoor play spaces.



Location

Brookwood is located in Manchester-by-the-Sea, one of a series of beautiful towns (Swampscott, Marblehead, Salem, Beverly, Beverly Farms, Prides Crossing, Essex, and Magnolia) on the “North Shore” in Massachusetts. A commuter rail branch connects the town directly to Boston – about 30 miles to the south – and Gloucester – about 10 miles to the north. With a population of around 6,000, Manchester-by-the-Sea is a relaxed, residential, seashore community encompassing approximately eight square miles with 12 miles of tidal shoreline. Located just off an exit of Route 128, the historic ring road around Boston, Brookwood is a convenient school location for families residing in a wide range of towns nearby – from Revere and Salem to the South, Topsfield and Hamilton to the West and Newburyport and Rockport to the North. Students commute to Brookwood from communities in southern New Hampshire as well. Bus transportation is offered as an option.



Making the North Shore an attractive place to live and work is the combination of a small-town, seaside communities with easy access to both the city of Boston as well as the outdoors. Gloucester and Rockport are proximate on nearby Cape Ann, and the stunning Plum Island National Seashore sits a short distance north. Many residents commute to Boston for work. Downtown Manchester includes a number of small stores, a library, a market, and a number of restaurants and cafes. The surrounding area is filled with beautiful natural and historical attractions such as beaches, parks, preserves, museums, and hiking trails that are used frequently by our students, employees, and families alike.



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Position

Brookwood School is seeking a dynamic, personable, and highly effective Director of Enrollment to succeed Lindsay Murphy who will become Assistant Head of School. Joining a fast-paced, collaborative team, the ideal candidate will be a relationship-builder who thrives on connecting with people, manages complex details with ease, and is deeply committed to the mission of the school. Brookwood serves a wide age range of learners and therefore this candidate must be comfortable working with young children and their parents, as well as older students and their families.

The Director of Enrollment will lead the end-to-end enrollment experience—from initial inquiry to the first day of school—while maintaining a high level of confidentiality and professionalism. Brookwood is looking for a proactive partner unafraid to roll up their sleeves, contribute to an "all hands on deck" community, lead with what's best for children, and bring both strategic thinking and a sense of humor to daily operations.



The school's current enrollment is strong and stable with 295 students. To ensure continuity, the next director has the opportunity to expand to new markets along with maintaining the office's thoughtful, professional approach to the work.

Essential Duties

- Oversee and provide leadership in enrollment management, which includes admissions, recruitment and retention. Work collaboratively with the Director of Communications and Strategic Marketing in designing and implementing annual marketing strategy to enhance enrollment goals and work in partnership with academic leadership on mission-aligned recruitment, enrollment and retention.
- Oversee on-campus visitation programs including a community toddler program, Open Houses, Open Classrooms, spring accepted student programs, and orientation for new students & parents.
- Direct the entire application review process and assign reading and committee assignments to faculty and division heads. Lead weekly Enrollment Committee meetings and seasonal Decision Committee meetings.
- Work closely with the Head of School and Director of Finance and Operations on implementation of tuition assistance, annual enrollment goals and long-term financial planning for the school.
- Oversee the entire re-enrollment process in partnership with the Finance Office, Associate Director of Admissions, and Division Heads.



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- Work closely with faculty throughout the year to ensure the sharing of accurate information with prospective families and partnering on recruitment and retention efforts.
- Maintain statistical and trend data related to admissions and enrollment. Present statistical and trend information to the Leadership Team, Board of Trustees and Faculty.
- Serve on the Leadership Team.
- Attend monthly Board of Trustee meetings and provide regular written and oral reports to the Board. Serve on various board subcommittees.
- Other duties as required and assigned.

Job Requirements

- Exceptional people skills
- Excellent written and verbal communication, strong organizational skills, and sharp attention to detail
- A high level of professionalism, with a strong commitment to maintaining confidentiality
- Ability to take initiative on projects, working both independently and within a fast-paced, collaborative environment
- Proficiency in Word, Excel, PowerPoint, and Google Suite, as well as an enrollment database - Ravenna or Veracross preferred
- A willingness to promote an “all hands on deck” attitude
- Ability and availability for some weekend and evening work
- Collegial, flexible, and eager to be part of a small, high-functioning team that values humor, collaboration, teamwork, and trust

Job Qualifications

- Bachelor’s Degree
- 3-5 years of independent school admissions experience, elementary/middle school preferred but not required
- Commitment to diversity, equity, inclusion and belonging
- Alignment with Brookwood School’s values and educational philosophy

Salary will be competitive and can include tuition remission for two children.



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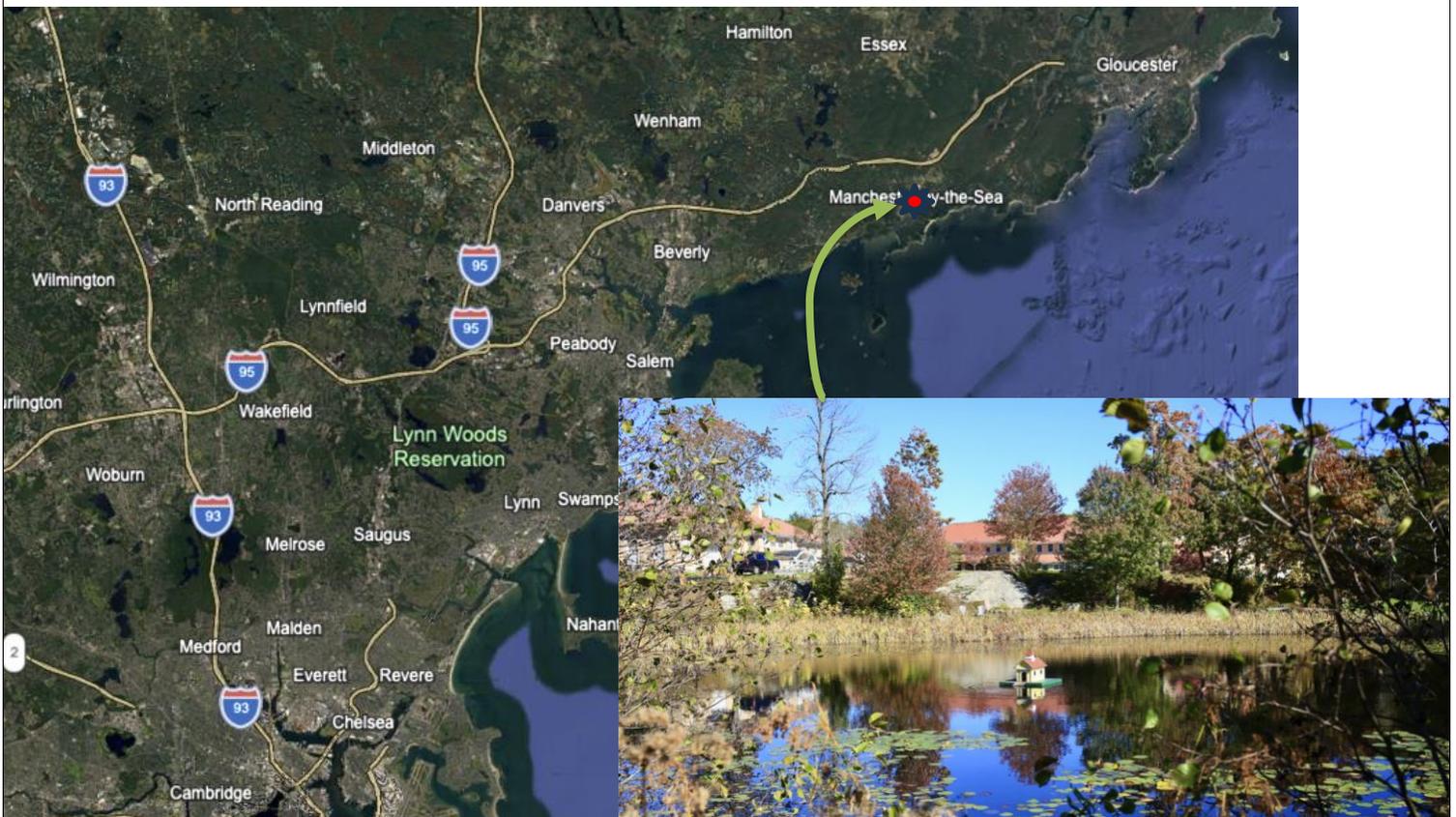
To Apply

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.

Brookwood strongly encourage applications from people of color, LGBTQ candidates or candidates from communities that are historically underrepresented in independent schools. Brookwood School is committed to an inclusive school experience for all those who come to work at the school.



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