



EMMA WILLARD
SCHOOL

DEAN OF ENROLLMENT MANAGEMENT

Start Date: July 2026

Emma Willard School

Troy, New York | emmawillard.org



Carney
Sandoe
& ASSOCIATES

MISSION STATEMENT

Honoring its founder's vision, Emma Willard School proudly fosters in each young woman a love of learning, the habits of an intellectual life, and the character, moral strength, and qualities of leadership to serve and shape her world.

At a Glance



1814
Established



350
Enrollment



35 Countries represented
32% International students



36%
Domestic students of color



49
Total faculty



94%
Faculty with advanced degrees



7:1
Student-faculty ratio



OVERVIEW

Emma Willard is a historic, inclusive, and prestigious private high school for girls in grades 9-12. Founded in 1814, it was the first school of higher learning for young women in the United States and remains a leader in girls' education today. This legacy of leadership in education is reflected in Emma Willard's rigorous academic program, innovative experiential learning, and diverse campus and student community. The school brings together students and faculty from a wide range of identities, backgrounds, and perspectives, fostering a community where individuality is celebrated and every voice is heard.

Emma Willard is a place that also celebrates growth and resilience, encouraging students to stretch and strive within a supportive environment. Emma is a school that fully invests in its students, empowering them to discover their voices, pursue their passions, and engage in learning that connects different disciplines and extends beyond the classroom. The pride, intellectual curiosity, and joy held by the student body is palpable across its remarkable campus.

While deeply rooted in its history and traditions, Emma Willard is equally focused on the future imagined in its five-year strategic plan, *Leading with Purpose*, and fueled by the unprecedented success of its campaign, *Infinite Horizon*, which has raised over \$189 million. As the school looks ahead, it seeks a Dean of Enrollment Management who will join a talented and collaborative team of enrollment professionals, senior leaders, and the Head of School, each of whom is deeply invested in the work ahead in matters related to enrollment management. Building on the strong infrastructure and successes established by the outgoing enrollment leader, the new Dean of Enrollment Management will inherit a program that is poised to grow under new vision and leadership.

A member of the senior Administrative Team and reporting directly to the Head of School, the Dean of Enrollment Management will serve as a key strategic leader, charged with articulating and executing a bold vision for enrollment. This individual will leverage past success while driving innovation in how the school identifies, attracts, enrolls, and retains mission-aligned students and families, ensuring Emma Willard's continued strength, diversity, and vitality for years to come.



OPPORTUNITIES AND CHALLENGES

Crafting a Bold, Diversified Strategic Enrollment Management Plan

Emma Willard School has carried a global reputation for excellence in girls' education since its founding more than two centuries ago; the next Dean of Enrollment will have the opportunity to extend the school's reach to even broader groups of prospective families and students. This leader will design and implement a comprehensive recruitment strategy that intentionally deepens the school's existing recruitment footprint locally, in the U.S., and abroad. Emma Willard seeks an enrollment leader who can plan and execute strategies to identify the right composition of students and improve yield among key demographics, with particular emphasis on growing the domestic full-pay market and continuing to build a diversified international pipeline. The next Dean will ensure that Emma Willard's extraordinary community reflects the full breadth of students who belong there and who will carry its mission forward.

Shaping Institutional Strategy and Articulating a Compelling Value Proposition

The next Dean of Enrollment will serve as a close strategic partner to the Head of School, playing a central role in shaping and advancing key institutional priorities. Emma Willard seeks an insightful and inspiring enrollment leader, who will engage deeply in conversations about academic program development, the student experience, marketing and communications, retention, financial aid, and the composition of each incoming class. The Dean of Enrollment will help ensure that recruitment and enrollment strategy is fully aligned with and actively informs the broader strategic direction of the school. Equally important, the Dean will help define and articulate a clear, compelling, and differentiated message about the value and relevance of an all-girls education in today's world, one that resonates with prospective families and affirms the school's mission within a dynamic and evolving educational landscape.



Utilizing Research to Inform Strategy

The next Dean will bring deep expertise in data analytics, enrollment metrics, and institutional research to design systems and practices that allow Emma Willard to build on strong instincts and integrate evidence-based strategy. Working alongside faculty, senior leaders, the Head of School, and the Board of Trustees, they will develop a multi-year enrollment strategy grounded in shared goals, clear tactics, measurement, and mutual accountability. This includes developing predictive models for enrollment forecasting, building a data-informed lens into the process of evaluating and selecting students each year, and creating correlational studies that illuminate the relationship between admission practices and long-term student success at the school.

Elevating and Empowering the Enrollment Team

Emma Willard is fortunate to have a deeply committed, mission-driven team of admission professionals. The new Dean will benefit from that foundation while bringing new vision and leadership, with the flexibility to assess roles, responsibilities, and workflows so they align with the school's evolving enrollment strategies and priorities. This is an opportunity to ensure that each team member is positioned to contribute at their highest level, that the team's collective expertise is fully leveraged, and each team member has a deep understanding of their role in elevating the work and strengthening collaboration with partners across the institution.



\$6.7M

Financial aid
awarded



158

Students receiving
aid



\$239.6M

Endowment



\$30.7M

Annual operating
budget



137 acres

Campus size

QUALIFICATIONS & PERSONAL ATTRIBUTES

The ideal candidate will be a seasoned and proven leader with deep experience in all aspects of enrollment, marketing, and admissions. Emma Willard School strives to hire people committed to the school's mission and values. The following qualifications are sought in the ideal candidate:



- Bachelor's degree required; Master's degree preferred.
- Minimum 5 years of admission/enrollment management leadership experience and a strong understanding of the budget drivers that impact school finances.
- Strategic thinker and creative problem-solver who understands how their work connects to and impacts the broader school community and mission.
- A deep understanding of and commitment to the power of an all-girl's education.
- Self-starter who experiments, innovates, and leads change.
- Demonstrated experience with building a culture of change management that is mission-aligned and visionary.
- Commitment to fostering an equitable and inclusive community and demonstrated skills and experience working with families with diverse backgrounds.
- Passionate about being present on a residential campus and involved in the daily student experience.
- Superior interpersonal, organizational, leadership, and management skills.
- Ability to work collaboratively and build partnerships with colleagues across the school community.
- Skilled manager who enjoys identifying and developing talent and consistently creates high-functioning teams and a welcoming atmosphere within the department.
- Excellent communication skills including written communication and public speaking.
- Superior public relations skills, with a warm and authentic relational style.
- Significant experience gathering and using data to inform strategic enrollment management decisions and to communicate with various constituencies, including school leadership, board members, faculty, and staff.
- Ability to manage multiple complex tasks, meet tight deadlines, and adapt to changing demands.
- A commitment to confidentiality and good judgment on sensitive matters.

LEARN MORE

- [School Website](#)

- [School History](#)

- [Why Emma?](#)

- [School Profile](#)

- [About Troy, New York](#)





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 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) to:

AMY ROGERS

Consultant

amy.rogers@carneysandoe.com

BILL LEAHY

Consultant

Enrollment Management Search & Consulting Practice Leader

bill.leahy@carneysandoe.com

The full-time salary range for this position is \$180,000-\$200,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.



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