



DEAN OF ADMISSION AND FINANCIAL AID

Start Date: July 2027

Groton School

Groton, Massachusetts | groton.org



Carney
Sandoe
& ASSOCIATES

MISSION STATEMENT

To inspire lives of character, scholarship, leadership, and service within a diverse, inclusive, and close-knit community.

At a Glance



1884
established



380
total enrollment



53%
students of color



91
total faculty



78%
faculty with
advanced degrees



4:1
student-faculty ratio



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OVERVIEW

The Circle: It is both a pathway and a symbolic representation of the deep sense of belonging and connectedness that defines Groton School. It sits at the center of the campus and at the center of the core values of the school. With a faculty deeply committed to each student, and to each other, and with an academic and co-curricular program that far surpasses what one might expect in a smaller school, Groton is highly regarded around the world as a leader and as a school with humility and grace.

Founded in 1884 and serving 380 students from around the world, Groton is a school with a national and global presence in the independent school landscape. It is a place for adults and students who value community and connectedness, who appreciate the school's industry-setting standards for access, affordability and inclusion and who believe character, grace and humility are the bedrock upon which to build. With more than 90 faculty serving as mentors, guides, advocates and champions, Groton delivers on the promise of seeing, valuing, and celebrating each student who walks the Groton Circle. And, with an academic and co-curricular program that far surpasses what is normally available at a school of this size, Groton affords students the breadth of opportunity typical of larger schools, with the intimacy of an intentionally small community.

Today, the school is seeking an exceptional leader to serve as its next Dean of Admission and Financial Aid. In close partnership with Temba Maqubela, Headmaster, and as a key member of the senior leadership team, the Dean will play a transformative role in shaping and advancing the school's future. This leader will build upon a strong and well-established enrollment program while envisioning a bold, strategic vision for recruitment, retention, and enrollment management. Collaborating with faculty, staff, and trustees, the Dean will develop and execute a forward-thinking enrollment strategy that is data-informed, mission-based, and rooted in the school's deep commitment to access, affordability, and inclusion.



ABOUT TEMBA MAQUBELA, HEADMASTER



Since becoming Headmaster of Groton School in 2013, Temba Maqubela has led the school with a deep commitment to intellectual rigor, character formation, and purposeful leadership. A highly engaged educator as well as administrator, Temba remains active in the classroom and is known for building meaningful relationships with students through teaching, mentorship, and daily campus life. He has championed an educational philosophy that emphasizes curiosity, empathy, moral courage, and service alongside academic excellence, reinforcing Groton's long-standing mission of preparing students not only for achievement, but for lives of integrity and impact. Under his leadership, Groton launched the GRAIN initiative (GRoton Affordability and INclusion), which included a landmark effort to lower tuition and expand affordability for families, helping position the school as a national leader in making independent school education more accessible while preserving the highest standards of excellence and community life. Temba's journey to Groton speaks to his values and his commitment to purposeful education. To learn more about Temba, click [here](#).



OPPORTUNITIES AND CHALLENGES

Building Upon a Position of Strength

Groton's next Dean inherits an enrollment operation with extraordinary momentum, national visibility, and a deeply loyal community. Groton's admission program is exceptionally strong. Applications, selectivity, and yield have all increased significantly in recent years, and the school is widely recognized for its compelling balance of academic excellence, authentic community, and student-centered values. The next Dean will have the opportunity to partner with a highly respected and mission-driven enrollment team while thoughtfully identifying opportunities for continued growth and innovation.

Navigating Enrollment Priorities in a Competitive Landscape

As one of the country's most selective boarding schools, Groton must continually balance competing institutional priorities, including intellectual vitality, character, artistic and athletic talent, socioeconomic diversity, geographic diversity, and enrollment sustainability. Groton's need-blind admission policy, enabled by the transformative GRAIN initiative, has expanded access, ensuring that the 'talented missing middle' is no longer missing at Groton. The next Dean will lead nuanced conversations around enrollment composition and help ensure that Groton continues to enroll students who are not only exceptionally capable, but also kind, curious, collaborative, and eager to contribute meaningfully to community life.



Balancing Tradition and Innovation

Groton's admission process is highly relational and deeply personalized, reflecting the school's small size and strong community culture. At the same time, the next Dean will have the opportunity to introduce new ideas, strengthen data-informed decision-making, and enhance the office's use of technology, analytics, and systems. Leading with a deep commitment to the core values and essence of Groton, the next leader will also bring a forward-thinking perspective to move Groton's enrollment program to the next level of innovation and excellence.

Expanding Strategic Outreach and Market Development

The next Dean will develop an intentional and research-driven approach to recruitment and market development, both domestically and internationally. Working from a position of existing strength, the Dean will help Groton better understand where its mission and message resonate most strongly and align travel, outreach, and communication strategies with the school's long-term enrollment priorities. With significant institutional resources supporting access and affordability, Groton is well positioned to deepen relationships in existing markets while thoughtfully exploring new opportunities for growth and engagement.

Mentoring and Developing a High-Performing Team

The next Dean will have a meaningful opportunity to mentor, support, and further develop an experienced and deeply committed admission and financial aid team. The successful candidate will prioritize professional growth, thoughtful supervision, and clear organizational alignment while helping position the office for continued excellence and long-term sustainability. As the enrollment landscape continues to evolve, the Dean will ensure that roles, responsibilities, and workflows are strategically aligned with Groton's long-term enrollment goals and institutional priorities. The ideal candidate will bring a collaborative, empowering, and growth-oriented leadership style that balances support, structure, accountability, and strategic vision.



QUALIFICATIONS AND PERSONAL ATTRIBUTES

The ideal candidate will be a seasoned and proven leader with deep experience in all aspects of enrollment, marketing, and admission. Groton 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 with the ability to see the big picture.
- Self-starter who experiments, innovates, and drives change.
- Proven commitment to working in and fostering an inclusive community and demonstrated high EQ in working with families of all backgrounds.
- Passionate about being present on campus and in the lives of students.
- Willingness and capacity to travel extensively, including internationally with the Head of School, in support of outreach, enrollment and relationship-building.
- Superior listening, interpersonal, organizational, leadership and managerial skills.
- Ability to work collaboratively with other school community members.
- Skilled manager who enjoys identifying and developing talent and consistently creates high-functioning teams and a welcoming atmosphere within the department.
- Skilled and adept with technologies that support student record management, research, analytical reporting, and enrollment modeling and forecasting.
- Ability to manage multiple complex tasks, meet tight deadlines and changing demands.
- A commitment to confidentiality and good judgment on sensitive matters.
- Experience as a teacher, coach, or advisor.

LEARN MORE

- [School Website](#)
- [School History](#)
- [Inclusion & Belonging](#)
- [Global Education](#)
- [College Matriculation](#)
- [About Groton, Massachusetts](#)





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:

BILL LEAHY

Consultant

Enrollment Management Search & Consulting Practice Leader

bill.leahy@carneysandoe.com

CATHY SHELBURNE

Consultant

cathy.shelburne@carneysandoe.com

The full-time salary range for this position is \$200,000 to \$220,000. The starting salary is based upon, but not limited to, several factors, including years of experience, educational background, and expertise.



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