



Lovett®

**DIRECTOR OF FINANCIAL AID
AND SENIOR ASSOCIATE
DIRECTOR OF UPPER SCHOOL
ADMISSION**

Start Date: Summer 2026

The Lovett School

Atlanta, Georgia | lovett.org



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

The Lovett School is a community of belonging that develops students of honor, faith, and wisdom with the character and intellect to thrive in learning and life.

Approach to Education

At Lovett, students find joy and purpose in learning by doing. Guided by a distinctive approach to whole child education, Lovett faculty immerse students in intellectually rigorous, hands-on learning environments that spark character development, individual passions, and social awareness. By design, Lovett offers students the experiences that deepen their cognitive, emotional, and social skills while inspiring an enduring enthusiasm for learning.

At a Glance



1926
established



1,655
total enrollment



635
Upper School enrollment



29%
students of color



209
total faculty



OVERVIEW

Founded in 1926, The Lovett School prepares students not just for success but for lives of purpose and meaning. Lovett's 1655 students from across Atlanta come together each day on an exceptionally beautiful 100-acre campus on the banks of the Chattahoochee River. The words of founder Eva Edwards Lovett are as relevant today as when she wrote them 100 years ago: "Our work differs from that of other Atlanta schools in its purposes, its methods, and its philosophy. We seek to know each child as thoroughly as we can, through observation of their activities—both work and play—and the study of their attitudes and habits. We invite freedom of expression, we encourage a critical, questioning attitude, we are eager for independence of thought and action."

Lovett's culture is guided by five core values: intellect, purpose, faith, belonging, and love. An intellectually rigorous academic program prepares students for our increasingly complex world, and that academic work is grounded in dignity, self-awareness, and joy. Lovett's Episcopal identity serves as a vehicle for seeing, affirming, and appreciating all community members and modeling the dignity of every human being. Exceptional athletic, arts, and experiential programs augment a robust academic program, and throughout its history Lovett has been steadfast in providing opportunities that allow students to thrive across their many passions. Through exceptional performance and competition arts programs and 65 athletic teams, many of which regularly garner championship titles, students grow in a tremendously supportive community that supports the whole child.

As The Lovett School celebrates its centennial year, it is making a number of strategic investments to fuel its trajectory and even more fully live out its mission and values. This includes an evolution and expansion of its Admission Office team that includes a new Director of Financial Aid and Senior Associate Director of Upper School Admission role. The Director of Financial Aid will lead the school's financial aid program, a function previously managed by an external organization, and will oversee the strategic and operational work of administering a mission-aligned aid program. In addition to financial aid leadership, the role will drive Upper School admission efforts, including engaging prospective families and students as well as feeder school and community based organization leaders, managing the admission and enrollment process, and partnering with colleagues on Middle School student and family retention. This 12-month position will serve as an integral member of the Admission Office team and a close collaborator to the recently promoted Head of Enrollment, to whom the role will report.



ROLES AND RESPONSIBILITIES

The Director of Financial Aid and Senior Associate Director of Upper School Admission will be an integral member of Lovett's Admission Team and report directly to the Head of Enrollment. The Director of Financial Aid will be responsible for administering and directing all aspects of the financial assistance program at Lovett as well as leading student recruitment and admission for the Upper School. Major responsibilities include:

- Oversee all aspects of financial aid at Lovett.
- Serve as chief liaison to families receiving financial assistance to ensure a consistent application of policies and a positive experience.
- Oversee financial assistance budget of \$8M in collaboration with the Controller and Head of Enrollment.
- Chair the Financial Assistance Committee and evaluate new and returning financial assistance applications in conjunction with the Controller to determine appropriate and consistent allocation of funds.
- Communicate scope of financial assistance awards to families receiving assistance.
- Support the Business Office in arranging travel for students who receive travel stipends to participate in school programs.
- Lead the office's use of Clarity.
- Lead all aspects of the Upper School admission process and partner with others on Middle to Upper School retention.
- Conduct outreach to and manage Lovett's relationships with feeder schools and community based organizations.
- Develop and host on-campus visits, tours, and open-houses.
- In collaboration with the Head of Enrollment and others, construct and lead the application and assessment process for all Upper School applicants in a manner that reflects Lovett's mission and values.
- Partner with the Upper School leadership team to ensure a seamless transition of students and families into the Lovett community.
- Work with the communications office to produce the assets needed to support the Upper School admission program and process.
- Develop and deliver status reports as well as end-of-cycle reports for the Head of Enrollment and school leadership.



QUALIFICATIONS & PERSONAL ATTRIBUTES

The Lovett School seeks candidates who can demonstrate a deep connection to the school's long-held mission and values and are seasoned financial aid and admission professionals who carry the following qualifications:



- Bachelor's degree required; Master's degree preferred.
- Five or more years of experience in financial aid and admission/enrollment work in K-12 independent schools or higher education.
- An interest in all facets of financial assistance and enrollment management including a deep understanding of all aspects of tax reporting and evolving tax codes.
- Significant strategic thinking and creative problem-solving skills.
- A highly relational professional presence that is characterized by warmth, kindness and caring.
- High emotional intelligence and the ability to engage thoughtfully in sensitive conversations with current and prospective community members with discretion and integrity.
- The ability to communicate persuasively and with energy, inspiration, and clarity to internal and external audiences through the full range of written and verbal communications required of financial aid and admission professionals.
- Fluency with Clarity and other financial aid and enrollment management platforms.
- Strong experience with data dashboards, board presentations, and data analytics.
- Strong executive function skills, including the ability to manage multiple complex tasks, meet tight deadlines, and adapt to shifting demands.
- A commitment to confidentiality and good judgment.
- An orientation toward collaboratively working within teams and demonstrating deep listening, resourcefulness and flexibility.



\$8M
Financial aid
awarded



\$76M
Annual operating
budget



71
zip codes
represented



\$154.3M
Endowment



100 acres
Campus size



10:1
% of families receiving
financial aid

LEARN MORE

- [School Website](#)

- [Admission](#)

- [Culture and Community](#)

- [Virtual Tour](#)

- [Upper School](#)

- [College Profile](#)

- [About Atlanta, Georgia](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates are encouraged to apply as soon as possible and to submit the following materials as separate PDF documents:

- A cover letter expressing interest in this particular position
- A current résumé

As the process moves forward, selected candidates may be asked to submit:

- Writing samples specific to this search
- 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)

Candidates should submit a résumé and cover letter to:

CHRIS BOYLE

Consultant

chris.boyle@carneysandoe.com



**Carney
Sandoe**
& ASSOCIATES