

The Browning School 6264

DIRECTOR OF COLLEGE GUIDANCE

Start Date: July 2027

The Browning School

New York, New York | browning.edu

Carney Sandoe & ASSOCIATES

MISSION STATEMENT

The Browning School fosters growth of courageous and compassionate men of intellect and integrity who aspire to contribute meaningfully to our world.

At a Glance

1888
established

478
total enrollment

50%
students of color

81
total faculty

90%
faculty with advanced degrees

6:1
student-faculty ratio



OVERVIEW

Located on Manhattan's Upper East Side, **The Browning School** is an independent K–12 boys' school dedicated to understanding how boys learn and develop. Its mission is to educate "courageous and compassionate men of intellect and integrity" who become men of character and purpose and "aspire to contribute meaningfully to our world." Founded in 1888, Browning is a close-knit, supportive community where boys are known and valued as individuals. Its educational philosophy is grounded in the belief that boys thrive in an environment designed with their learning and development in mind.

Browning's mission is brought to life through four core values:

HONESTY: We speak the truth, act with integrity, and take responsibility for our actions.

DIGNITY: We honor and celebrate the dignity of all people and support the power of a diverse, inclusive, and welcoming community.

CURIOSITY: We encourage and celebrate open-minded inquiry about our world and the perspectives of those around us.

PURPOSE: We believe that education encourages exploration and discovery in pursuit of meaning and enduring fulfillment.





Founded in 1888, Browning has benefited from stable leadership and a strong sense of purpose. Head of School John Botti joined the community in 2016 and is widely respected for his intellectual leadership, inclusive approach, and commitment to research-based innovation in boys' education. Browning's intentional approach to educating boys—as a boys' school "by choice, not by chance"—is central to its identity. The school fosters close relationships among students and with their teachers, creating a foundation for engaged learning. Through target-focused teaching, with clear goals, meaningful feedback, and opportunities for reflection, boys develop deeper understanding and greater ownership of their learning. Browning also explicitly teaches the skills and habits of good citizenship, preparing young men to assume responsibility for their communities and contribute meaningfully to the world.

These are exciting times at Browning. The Upper School has recently moved into a brand-new building located on East 64th Street. This approximately $50 million project opened for students in the fall of 2025. Complete with state-of-the-art academic, athletic, and community spaces, the new facility more than doubled Browning's previous square footage. Among the many advantages the new space has offered is the opportunity to increase the student body by approximately 100 students by 2028, growth that is already having a positive impact on the community.

Browning is seeking a Director of College Guidance to lead the next chapter of an exceptionally well-regarded college guidance program. Following five decades of deep connection to the school and leadership of the college office, the school's longtime Director, Sandy Pelz, will retire in 2028. This transition comes at an exciting moment, as the school's enrollment grows and graduating classes expand from 35–50 students. To ensure continuity while creating space for new leadership and fresh possibilities, the school has developed a thoughtful transition plan. The incoming Director will join the school in 2027, working alongside Mr. Pelz, who will serve as Dean of College Guidance for the class of 2028 and guide that class through graduation. Reporting to the Head of School, the new Director will immediately assume full leadership of the college guidance program for juniors and all rising grades thereafter, including hiring a full-time Associate Director of College Guidance to begin in the summer of 2028. This is a rare opportunity to inherit a strong and respected program, benefit from a deliberate and well-supported transition, and bring vision, energy, and thoughtful leadership to shaping its next chapter of success.

OPPORTUNITIES AND CHALLENGES

Lead the Next Chapter While Honoring a Strong Foundation

Following a thoughtful transition alongside a longtime and deeply respected Director, the new Director will inherit a program built on extraordinary institutional knowledge, enduring relationships, and a strong record of individualized guidance. With the planned addition of a full-time Associate Director, there is an opportunity to shape the next chapter of the program: establishing a shared vision, building a collaborative team, and considering new approaches that preserve the program's defining strengths while responding to the needs of a growing school. The Director will also join a highly engaged, collegial leadership team whose collaborative, team-first culture offers a strong foundation for partnership and innovation.

Preserve and Enhance a Distinctively Personal Approach to College Guidance

At Browning, relationships are foundational to the college guidance program. Reflecting the school's commitment to knowing and loving each boy for who he is, the program looks well beyond academic measures to understand each student's character, interests, aspirations, and potential. The new Director will have the opportunity to build on this deeply personal approach, helping students and families identify colleges where their students will thrive academically, socially, and personally. Browning is a school that balances high expectations with high support, and values kindness, service, and the development of character alongside achievement. The new Director will play an important role in ensuring that the college process remains a natural extension of the school's broader educational mission.



Build on the Four-Year College Guidance Experience

The school has a longstanding commitment to helping students approach college thoughtfully, well before the formal application process begins. The new Director will have an opportunity to consider how college guidance can continue to develop as a four-year experience, introducing students and their families to the landscape of higher education, helping them reflect on their interests and strengths, and encouraging them to imagine possibilities for their futures. In partnership with colleagues across the Upper School, the Director can explore ways to weave this work into students' experience from ninth grade onward, so that when the more intensive process begins, students and families feel prepared, informed, and grounded in a clear sense of purpose.

Elevate the Browning Story Through the Experiences of Its Graduates

In a community where college destinations are highly visible and an important point of reference for families, the Director of College Counseling will play a meaningful role in helping current and prospective families understand the full value of a Browning education. More important than simply documenting college matriculation, there is an opportunity to follow graduates through their college years, learning more about their experiences, engagement, and success, and using those insights to tell a much richer story about how Browning prepares young men to thrive beyond graduation. In close partnership with school leadership in enrollment and communications, the Director will help articulate not only where graduates go, but how they flourish and what they carry with them from their time at Browning. At a moment of leadership transition, this work will be particularly important in affirming the strengths and enduring values of a deeply respected college counseling program, sustaining the confidence of current families, and sharing with prospective families a compelling account of what makes a Browning education distinctive.

Contribute as a Senior Leader to the School's Continued Growth and Evolution

At Browning, the Director of College Counseling will have the opportunity to contribute well beyond the college office, serving as a senior leader in a close-knit school community with an exceptionally strong administrative team and a Head of School whose leadership is characterized by inclusion, humility, and vision. The school's intimate size and collaborative culture create meaningful opportunities for leaders to work across traditional boundaries, engage in consequential conversations, and help shape the institution's future. The new Director will be welcomed as a thought partner in the school's continued growth and evolution, contributing perspectives on students' experiences, families' expectations, and the changing landscape of higher education to broaden discussions about the school's priorities and direction. For a leader who values both the craft of college counseling and the opportunity to help shape a school's future, this is a chance to join a talented, team-oriented administrative community where relationships are strong, ideas are welcomed, and leadership is a genuinely shared endeavor.

$3.98M
financial aid awarded

20%
students receiving aid

$55M
endowment

$21M
annual operating budget

30+
clubs and organizations

22
athletic teams

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Experience and Professional Qualifications

- Significant experience in selective college admissions and/or college counseling, ideally having led a college guidance office or served for 5+ years as an Associate Director in a highly regarded college counseling program;
- A sophisticated understanding of the college admissions landscape, particularly selective college admissions; the New York City independent school environment, and the expectations of its families;
- Established relationships with college admissions professionals and a deep, nuanced understanding of a broad range of selective colleges and universities, including their distinctive cultures, academic offerings, admissions priorities, and institutional characteristics;
- Demonstrated ability to develop and lead a thoughtful, individualized college counseling program, informed by data, current admissions trends, and a deep understanding of students and their aspirations;
- Experience collaborating across a school community, particularly with colleagues in academic leadership, student support, social-emotional counseling, and learning support;
- Excellent written and verbal communication skills, including the ability to write compelling letters of recommendation, communicate effectively with families, and articulate the value and outcomes of a college guidance program.



Personal and Professional Attributes

- A genuine love of working with teenagers, particularly boys and young men, and an appreciation for the distinctive opportunities and responsibilities of educating students in a close-knit, relationship-centered school community;
- Exceptional interpersonal skills, personal warmth, approachability, and emotional intelligence, with the ability to build trusting relationships with students, families, and colleagues;
- A grounded, reassuring presence, coupled with the confidence, credibility, and good judgment to navigate challenging conversations, manage expectations, and provide clear, candid counsel to students and parents;
- A collaborative, flexible, and solutions-oriented mindset, with the interest and ability to contribute meaningfully to the broader life, leadership, and continued evolution of the school;
- Intellectual curiosity, creativity, and a forward-thinking perspective, balanced by humility, patience, good humor, and a commitment to ongoing professional growth.

LEARN MORE

- School Website
- Virtual Tour
- Equitable Practices and Social Impact
- College Matriculation
- About New York, New York





TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Applicants are asked to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in the particular position;
- A current résumé;
- Three redacted sample letters of recommendation written on behalf of students in the college admission process;
- 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).

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The full-time salary range for this position is $260,000-275,000. 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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