



Interim Director of Enrollment Management

Stoneleigh-Burnham School, an independent boarding and day school for girls in grades 7-12 in Greenfield, Massachusetts, seeks a collaborative Director of Enrollment Management effective August 2021.

Located near the Connecticut River in the Pioneer Valley, a short drive from the Five College Consortium (UMass Amherst, Smith, Mount Holyoke, Hampshire and Amherst College), Stoneleigh-Burnham attracts students from the local area and around the world. Our mission centers around helping girls discover and use their authentic voices. Employees who thrive at SBS are deeply passionate about their profession and about girls' education, are collaborative colleagues, are excited by professional growth, and are committed to fostering an inclusive community.

Reporting to the Head of School, the Director of Enrollment Management manages all aspects of enrollment and is a visible, engaged presence in the daily life of the School. They collaborate with the Head of School, Chief Finance and Operations Officer, Assistant Head of School for Community and Program, and Director of Development on all strategic initiatives and will assume the following primary responsibilities:

Duties and Responsibilities:

- Hire, supervise, and support Admissions staff
- Formulate and execute forward-thinking, strategic admissions and enrollment policies and practices that will attract and engage mission-appropriate families whose girls will benefit from the School's unique culture and program
- Achieve the enrollment goals set in partnership with the Board of Trustees, Head of School, and Chief Financial and Operations Officer

- Develop and implement a strategic recruitment, marketing, and communication plan to reach targeted audiences in collaboration with the Marketing and Communications Department
- Coordinate re-enrollment
- Through active supervision of the Director of Financial Aid, oversee all aspects of financial assistance scholarship and remission programs, to include policy drafting and implementation, determining and recommending award amounts, and working with individual families to review and understand individual financial circumstances
- Oversee all aspects of the school's SEVIS certification, including issuing I-20 Visas for international students
- Analyze data and identify trends that impact enrollment outcomes and provide meaningful reporting to the Head of School and Board of Trustees to inform decision-making
- Communicate clearly and enthusiastically to all staff and prospective students and their families
- Actively seek ongoing professional development through a well-established professional learning network and support other admission staff in the same pursuit
- Serve on the Administrative Team and Head's Council
- Attend Board of Trustee Meetings

Qualities and Qualifications:

- At minimum, a bachelor's degree
- At least 5 years of relevant experience, preferably in a school setting
- Demonstrated leadership/management capacity
- Strong computer skills and demonstrated proficiency with Google applications, CRM systems, and databases
- Strong data analysis skills and understanding of research, demographics, and other relevant enrollment trends to ensure that changes and challenges are anticipated, understood, and addressed
- Appreciation for the value of an all-girls' education
- Ability to work well in close community and as a part of a team

- Demonstrated commitment to diversity, equity, and inclusion
- Excellent communication skills

Applications:

Interested candidates should submit the following materials to cwhitaker@sbschool.org. Open to applications until the position is filled.

- Cover letter
- Resume
- 2-3 references with contact information

Stoneleigh-Burnham strives to cultivate an inclusive community and diversify its faculty and staff; candidates who can contribute to the diversity of the community are encouraged to apply. Stoneleigh-Burnham School is an Equal Opportunity Employer.

Our Mission:

Stoneleigh-Burnham School is an academic community that fosters an international perspective. We inspire girls to pursue meaningful lives based on honor, respect, and intellectual curiosity. Each student is challenged to discover her best self and graduate with confidence to think independently and act ethically, secure in the knowledge that her voice will be heard.

To learn more about Stoneleigh-Burnham School, please visit our website: sbschool.org