



Tilton, New Hampshire

Director of Enrollment Management

OPPORTUNITY STATEMENT

Start Date: July 1, 2024

About Tilton School

Tilton School — a hidden gem of an independent co-educational boarding and day school in the Lakes Region of central New Hampshire — serves over 200 students of all genders in grades 9 through 12 and post-graduate, from over 20 states and 15 countries, with 75% boarding and 25% day students. Located in the historic town of Tilton overlooking the Winnepesaukee River, the school is just 90 minutes from Boston and only 15 minutes from the bustling capital city of Concord, New Hampshire. The Lakes Region is one of the preeminent vacation destinations on the Eastern seaboard, easily accessed by nearby interstate highways and Manchester (NH) Airport only 30 minutes to the south.

Embracing the future since its founding in 1845, the school has been guided by its mission for over 175 years. The mission is paramount in all that is done at the school and is as follows:

Tilton School challenges students to navigate a world driven by diversity and change. Through the quality of human relationships, Tilton School's community cultivates in its students the curiosity, the skills, the knowledge and understanding, the character, and the integrity requisite for the passionate pursuit of lifelong success and service.





Position Summary

The **Director of Enrollment Management** reports directly to the Head of School and is responsible for the enrollment and revenue management for all returning and new students. In addition, the DEM implements all strategic planning for distinguishing Tilton in the marketplace, new student enrollment, and financial aid. Serving on the Leadership Team, Chair the Admissions Committee, and as liaison to the Board of Trustees: Admissions Marketing and Communications Committee, this is a unique opportunity to make an impact. As a residential community, Tilton School considers the work of faculty broadly, and we engage with students both during and beyond the academic day. Faculty at Tilton can expect to contribute to the co-curricular and/or athletic program and to be responsible for weekly evening and monthly weekend supervisory duties. This position will include housing.

Duties & Responsibilities

- Serve as a strategic leader for key decision-making to help the school grow enrollment and offer the best experience for faculty, staff, and students.
- Supervise and coordinate enrollment and re-enrollment management strategy and systems.
- Develop, manage, and actively lead the admission team.
- Lead in the creation and execution of the institutional marketing and enrollment plan in collaboration with the Director of Marketing and Communications.
- Oversee the collection and analysis of data on demographic trends, enrollment patterns, financial aid, as well as other statistical information of value to the admissions office.
- Cultivate relationships with Educational Consultants, International Agents, and Feeder School Placement Directors.
- Counsel prospective students, parents, and consultants regarding admissions policies and decisions regarding potential placement.
- Travels throughout the US and abroad to represent Tilton School at outreach and recruitment fairs and events.
- Lead the Financial Aid process and committee.
- Assist in the enrollment management details of new students i.e. selecting appropriate advisors, residential assignments, etc. together with the Director of Community Life.
- Assess satisfaction levels of current students and parents in their experience; compile regular reports for enhancements to ensure optimum enrollment and retention of mission-appropriate families.
- Communicate market trends to faculty and staff to support program development and choices that help yield enrollment goals.
- Drive the enrollment management strategy for the strategic plan and Leadership team.
- Develop and manage the Admissions Office budget.
- Serve as Liaison to Trustee Admissions/Marketing/Communications Committee.



Qualifications Desired:

- Bachelor's degree.
- Experience in admissions and/or enrollment management, or in a senior administrative role at an independent school, college, or university.
- Demonstrated experience leading a successful team with measurable outcomes.
- Energy and enthusiasm for working with prospective students and their families.
- Exceptional organization and time management skills with notable follow-up abilities.
- Possess excellent interpersonal, communication (writing, listening, speaking), and organizational skills, and exhibit the ability to interact and work effectively with students, parents, faculty and other employees.



How to Apply

Tilton School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter, a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. Please do not contact the school directly.

At Tilton School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.



Tilton

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