

DIRECTOR OF ENROLLMENT MANAGEMENT SEARCH

CANTERBURY SCHOOL

Fort Wayne, Indiana
canterburyschool.org

Start Date: July 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

The mission of Canterbury School is to maximize the potential of young people by providing a challenging, enriching, and supportive learning environment in which students build the foundation for a life of purpose, passion, and meaning.

- As an independent school, Canterbury School places the personal, social, and spiritual well-being of each student at the center of all it does.
- As a college preparatory school, Canterbury strives to balance its treasured traditions with the needs and expectations of the students and families it serves.

At a Glance



Established
1977



Enrollment
855



Total Faculty
115



Student-faculty ratio
9:1



Students of color
37%



Financial aid awarded
\$2.84 million



Faculty with advanced degrees
55%



Campus size
40 acres

Early Childhood Program enrollment: 168

Lower School enrollment: 238

Middle School enrollment: 209

Upper School enrollment: 240

Faculty of color: 7%

Students receiving aid: 38%

Endowment: \$15 million

Annual operating budget: \$14 million

Sports: 17

State championships: 16



Overview

Since 1977, Canterbury School has offered exceptional college-preparatory experiences for artists, athletes, and scholars. Each student learns to think outside of the box so he or she can problem solve, analyze, ask questions, answer questions, and make meaningful connections. And its close-knit community of dedicated teachers and supportive families enable students to flourish. The threads of connections are strong, varied, unique, and beautiful, forming a pattern that's clear and that extends always in new directions. Canterbury is continually adding to this rich tapestry of challenges, ideas, inspiration, and potential.

Dedicated to the principle of "Integrity in all things" and grounded in the Christian principles of love, kindness, compassion, and forgiveness, Canterbury has served as a true alma mater for students in Fort Wayne and Northeast Indiana for over forty years. The school carries with it a tradition of excellence that resonates within the local community, the state of Indiana, and the entire Midwest.

Canterbury seeks a dynamic leader as its next Director of Enrollment Management starting July 1, 2024. This is an exciting opportunity to join a leadership team of passionate educators who are inspired and guided by Canterbury's mission. Reporting to the Head of School, the Director of Enrollment Management will be highly strategic, engaged, dedicated, and will embrace the opportunities presented with the region's growth and market all that Canterbury has to offer.

Position

The Director of Enrollment Management will be high energy, community relations oriented, possess data and research acumen, and will play a vital role in the community. The successful candidate will be able to embrace the opportunities presented to such a strong school in a market with a great deal of potential. The enrollment leader to be hired needs to align with the school's tradition of inspiring and motivating students while instilling Christian values and morals, cultivating an appreciation for the fine arts, and setting high standards for teaching and learning.



Key Responsibilities

- **Admissions Strategy:** Formulate forward thinking, strategic application, admission, and enrollment policies that reflect the school's mission, goals, and values. This includes setting enrollment targets, assessing market trends, and adapting strategies to meet changing demographics.
- **Recruitment and Outreach:** Oversee outreach efforts to prospective students and families, both locally and nationally. Collaborate with marketing and communications teams to create and distribute admissions materials.
- **Admissions Process:** Manage the entire admissions process, including application review, interviews, testing, and enrollment decisions. Ensure that the process is efficient, transparent, and fair.
- **Data Analysis:** Utilize data and analytics to assess the effectiveness of admissions efforts and make data-driven decisions to improve recruitment and enrollment processes continually.
- **Team Leadership:** Lead and motivate the admissions team, providing guidance, professional development opportunities, and support.
- **Financial Aid and Scholarships:** Collaborate with the Business Manager and financial aid committee to determine financial aid and scholarship awards. Ensure that the school remains accessible to a diverse student body.
- **Community Engagement:** Foster positive relationships with current families, alumni, and local organizations to enhance the school's reputation and increase referrals.
- **Events and Open Houses:** Plan and coordinate admissions events, open houses, and campus tours to showcase the school's facilities and programs to both prospective and current families.
- **Admissions Committee:** Oversee the admissions committee, ensuring that committee members are well-trained and adhere to the school's admission policies and guidelines. Collaborate with, and provide support for, the Admissions Marketing Committee.
- **Community:** Commit to being a strong presence in the Fort Wayne community in order to drive engagement and enrollment at Canterbury School.



Qualifications and Personal Attributes

- Bachelor's degree required; master's degree preferred.
- Five years of admissions and financial aid experience.
- An entrepreneurial mindset and a willingness to generate and adopt new ideas about enrollment and the enrollment management process.
- Superior communication skills, both as a writer and speaker.
- Adept at using technology and managing and analyzing data and research.
- Experience in and a commitment to working within a diverse community.
- The ability to think critically, creatively, and strategically.
- Warmth, integrity, a sense of humor, high energy, and flexibility.
- Understanding of best practices and a collaborative spirit.

Learn More

Click on the links below to learn more about Canterbury School.

[School Website](#)

[High School Profile](#)

[Signature Programs](#)

[About Fort Wayne, Indiana](#)



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:

Lisa Parsons

Consultant

lisa.parsons@carneysandoe.com

Chris Boyle

Consultant

chris.boyle@carneysandoe.com