



LEADERSHIP OPPORTUNITY | MOUNT HERMON, MA

NORTHFIELD
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DEAN OF ENROLLMENT





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“At Northfield Mount Hermon, students are empowered to find their purpose as they stretch their intellect and deepen their compassion within a community that believes in their potential to become leaders who will make the world more equitable and just.”



LEADERSHIP OPPORTUNITY

Northfield Mount Hermon (NMH) is seeking a charismatic, inspired, and creative admissions leader with keen, creative and strategic thinking skills and corresponding executive functioning to join them as the next Dean of Enrollment.

Founded in 1879 in the Connecticut River Valley of Western Massachusetts, NMH believes that an education for the “head, heart, and hands” inspires learning for life. With an intentional academic and campus-life curriculum that allows students to take charge of their own education, NMH is a place where creativity and intellectual curiosity flourish, hard work is rewarded, and students graduate understanding the importance of their contributions, both in their own communities and out in the larger world.

Reporting to the Head of School, the Dean of Enrollment must be a skilled collaborator with high emotional intelligence and an aptitude for data-driven analysis and decision-making. As a

critical member of the senior leadership team, the Dean will support NMH’s strategic priorities in the execution of their role by working with departments across the school and with a global audience of those interested in learning more about admission to NMH. NMH is a highly sought-after boarding school, yet competition for applicants remains fierce among top-ranked schools. The Dean needs to meet this challenge head-on with a competitive drive, deep knowledge of the shifting global and domestic admissions landscape, experience with cutting-edge admissions strategies and tactics, strong critical-thinking skills, and a creative eye for marketing and communications that will engage both students and their families as well as educational consultants and influencers within target admissions markets.





The Dean of Enrollment will partner closely with the Head of School and the senior administrative team to design and implement the framework that results in the successful recruitment, evaluation, selection, and enrollment of 250 new students annually.

The Dean is responsible for leading and managing an office of 15 professional and support staff and a significant annual budget. The Dean must be an experienced manager and supervisor, have a strong understanding of all facets of the enrollment process, and possess impeccable communication skills that allow them to speak to all constituencies in compelling, intelligent, and persuasive manners. A spokesperson, salesperson, statistician, and marketer all at once, the Dean must be an innovative, flexible, and relational manager and a strategic, visionary leader to do this work successfully. As a member of the senior administrative team, the Dean of Enrollment contributes to institutional planning, policy development, and decision-making. The Dean will

THE POSITION

work closely with internal partners to gain significant and current understanding of NMH, its vision, philosophies, and offerings to execute the mission of the office. Additionally, with a charge to attract and retain students whose talents and perspectives better reflect the diversity in the United States and around the world, the Dean will also be knowledgeable and in strong support of the principles of diversity, equity, inclusion, social justice, and belonging.

STRATEGIC PRIORITIES

The Dean of Enrollment will help to strengthen and advance NMH's vision and strategic plan through the lens of enrollment and retention. By working in close partnership with key constituencies, the Dean will prioritize the following:

- Lead and supervise all strategic planning and day-to-day operations related to admission, enrollment management, and financial aid.
- Ensure a diverse and inclusive admission process.
- Support, champion, and unify the 15-person admission office, creating opportunities for collaboration and empowering members to develop strategies for collective and personal success in their roles.
- Prioritize expanded access and opportunity for students by partnering with the Head of School, Board, Chief Advancement Officer, and the Director of Financial Aid to make historic investments in financial aid and scholarship support and reduce financial barriers to enrollment.
- Represent the school to global audiences of prospective families/guardians while clearly communicating the mission, values, and points of differentiation that set NMH apart from many of its peers.
- Partner with the Marketing and Communications department to develop and test marketing strategies for effectiveness and to ensure that NMH is current and competing effectively with peer schools.





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MISSION

Northfield Mount Hermon educates the head, heart, and hand of our students. We engage their intellect, compassion, and talents, empowering them to act with humanity and purpose.

VALUES

Inclusivity

Inclusivity is a founding principle of NMH, a bedrock of the community and the curriculum, and a marker of our collective strength. Here, we build community with intention, bringing students together to drive collaboration, expand understanding, and generate innovative approaches to problem-solving.

Learning for Life

We challenge each other to be curious, to think critically, to recognize and confront biases, and to pursue the best version of ourselves within a participatory, multidisciplinary academic culture. As students gain literacies and competencies, they learn to think and act as a force for good.

Service

At NMH, the process of doing the hard work and bringing one's full self to the task is just as important as the outcome. It's part of the journey of self-discovery. Social issues tie into all aspects of the student experience, enhancing learning in and out of the classroom.

VISION

We will

- Be a collective force for good as we educate the next generation of students who will serve and lead in communities around the world.
 - Make historic investments in financial aid and assert our commitment to providing access and opportunity to underrepresented communities.
 - Deliver a rigorous, immersive, and interdisciplinary program that relies on authentic connections, reflects our commitment to environmental stewardship and social justice, nurtures a global perspective, and leverages our unique resources on campus and around the world.
 - Live our mission and values across the life of our school.
- Deepen connections with key campus departments, including Multicultural Affairs, Athletics, and Advancement, to ensure a holistic view of recruitment/retention and fundraising efforts.
 - Review, assess, and update the database system(s).

ESSENTIAL FUNCTIONS

School-Wide

- Partner with the Head of School and other members of the senior administrative team to ensure that NMH's admission and access programs reflect NMH's mission and values in every aspect.
- As a member of senior leadership of the school, participate in school-wide policy discussion and development.
- Oversee the structure of the admission committee operations.
- Serve as co-staff liaison, along with Chief Advancement Officer, for the External Development Committee of the Board of Trustees.
- Work with the Assistant Head for Campus Life and team around school-wide enrollment goals that affect admission and retention, particularly with issues of student/family match and satisfaction.
- Work with the Chief Financial and Operations Officer regarding financial issues of enrollment and tuition.
- Work with the Director of Marketing and Communications on admission materials and marketing strategies.
- Represent the admission office and school at various public and private functions, on and off campus.
- Work with the Assistant Head of School for Academic Programs/Dean of Faculty to understand and promote the pillars of the academic program to prospective families.

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- Work with the Assistant Head of School for Academic Programs/Dean of Faculty, the Assistant Head for Campus Life, and the Dean of Equity and Social Justice to promote the school pillars and differentiating programs.
- Work with the Head's Office, Information Technology, the Business Office, and Communications on the enrollment and re-enrollment process.

Team

- Recruit, manage, and evaluate admission team staff of 15 (10 admission counselors and 5 support staff).
- Provide training and professional development for the entire staff.
- Provide motivation, support, and guidance to the entire staff.
- Create opportunities for admission team members to learn and grow within the enrollment management field.

Operations

- Manage operations and salary budget.
- Approve the Operation Manager's expectations for support staff around specific responsibilities and general office demeanor.
- Co-develop with the Director of Admission the infrastructure and operations of the admission counselors.
- Work with the Director of Financial Aid to distribute scholarship funds, with a focus on the allocation of dollars to support the [Strategic Framework](#) goals.
- Approve the recruitment process for international students based on the recommendations and implementation of the Director of International Recruitment.

Recruitment

- Set enrollment goals (boarding and day) in accordance with overall school needs relative to mission, attrition, and capacity.

PILLARS

To prepare students to learn with passion, act with humanity, and lead with intention, enabling them to find purpose in their potential, NMH has focused on three pillars that guide our curriculum, teaching methods, and the living and learning environment we have established for our students:

- *Academic Excellence: Provides the foundation for intellectual growth by fostering deep inquiry, thorough research, and critical analysis across disciplines.*
- *Student-centered Community: Offers the support and sense of belonging necessary for personal development. Our holistic approach emphasizes personal growth and well-being, extending beyond academics to nurture the whole person — unlocking our students’ full potential.*
- *Citizenship: Instills a sense of purpose and commitment to serve the greater good. We equip students to use their knowledge and talents to tackle challenges and make positive changes in their communities and beyond.*

These pillars, working together, are integral to delivering an NMH educational experience — an education for the head, heart, and hand. By adhering to these pillars, we remain rooted in our mission and create a meaningful and impactful educational experience for our students.

INCLUSIVITY STATEMENT

At Northfield Mount Hermon, we embrace the diverse backgrounds, experiences, and ideas of our community members and seek to create a culture where all members feel welcomed, accepted, and supported. By encouraging students to grapple with their roles as global citizens, we hope to empower them to develop their unique selves and talents and to act with humanity. Because we value building an intentionally inclusive learning environment, our students are better equipped to empathize, listen, serve, and lead.

Learn more about NMH’s [commitment to inclusivity](#).

- Assign individual directors responsibility toward achieving enrollment goals (territory, territory goals, corresponding travel, administrative responsibilities, and related activities).
- Determine the strategy for the daily campus visit program, interviews, open houses, and a comprehensive annual series of similar activities, initiatives, and online events.
- Represent the admission office at on- and off-campus gatherings.
- Work closely with the Athletics Director, the Dean of Equity and Social Justice, and other program leaders to leverage need-based scholarships in support of compositional goals, school brand strength, and college matriculation priorities.
- Oversee marketing materials, working with the Director of Marketing and Communications and the Admission Communication Liaison.

Selection

- Approve the reading and evaluation system, developed by the Directors of Admission and International Recruitment in accordance with NMH’s mission and enrollment goals.
- Establish protocol for communication around the application review process in keeping with expectations of fair, ethical, and sensitive handling of student information and admission decision-making.
- Take ultimate responsibility for the match with NMH and the overall quality of the new students admitted to the school.

QUALITIES AND ATTRIBUTES

- Stellar ability to manage an office, diverse personnel, and a variety of operations.
- Strong understanding of all facets of enrollment, specifically the roles and responsibilities of both admissions counselors, support staff, and volunteers.

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- Build partnerships with other campus offices to stay connected, understand holistic school operations, and execute enrollment functions with excellence.
- Superb communicator, both written and verbally. Ability to be an ambassador and spokesperson for the school.
- Ability to develop deep relationships with students.
- Self-assured and confident leadership style.
- Authentic, consistent, with an ability to earn respect.
- Strong supporter of DEIJB practice and how it integrates into enrollment work.
- Resilient, collaborative, and a lifelong learner.
- Ability to face issues, challenges, and courageous conversations head on.
- Organized and thoughtful.
- “Customer-focused” mentality.
- Innovative with a test-and-learn mentality.
- Willingness and interest in being an integral part of the campus community.
- Process- and data-oriented.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor’s degree (master’s degree strongly preferred).
- 10+ years of admissions and enrollment experience, preferably in secondary schools.
- Current and cutting-edge knowledge of admissions and financial aid processes, best practices, and strong principles.
- Supervisory experience at a senior level, including staff and budget management.
- Strategic, creative, and critical thinking and the ability to implement new initiatives.





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- Willingness and desire to be visible on campus; to connect with faculty, students, and staff; and to work a demanding and flexible full-time schedule, including evenings and weekends.
- Extraordinary written, verbal, and presentation skills.
- Demonstrated practice of cultural competency.
- Track record of success leveraging CRM tools to strengthen personal outreach, customer connectivity, and yield.
- Demonstrated success in partnering with educational consultants/agents to drive compositional goals.
- Outstanding organizational skills and the ability to manage numerous projects simultaneously.
- Experience with databases and generating statistical reports.
- Skilled understanding of the boarding school market preferred.
- Working knowledge of utilizing platforms to increase social media presence is preferred.
- A strong network among agents and educational consultants is preferred.



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Northfield Mount Hermon serves 650 students in grades 9 through 12, plus a postgraduate year.

NMH provides an advanced educational experience that empowers students to learn as they discover and follow their passions. At NMH, students find their purpose as part of an inclusive, diverse community that deepens their intellect, expands their compassion, and believes in their potential to become leaders who make the world a more equitable and just place.

NMH began as two institutions, both founded by 19th-century evangelist Dwight Lyman (D.L.) Moody: the Northfield Seminary for Young Ladies, which opened its doors in 1879, and the Mount Hermon School for Boys, which opened two years later on the other side of the Connecticut River, the current site of Northfield Mount Hermon. From the earliest days, the schools enrolled students from all races and ethnicities. This commitment to diversity continues today: 33% of NMH's domestic students are people of color, and 23% of students are from countries other than the U.S.

THE PROGRAM

Guided by their mission and values, academics at NMH is part of a learning and living experience that empowers students and sets them on a path of self-discovery, while preparing them to succeed in college and to address global challenges. The curriculum is more than a course catalog – it is a distinctive approach to harnessing rigorous college-prep academics, intellectual deep dives, excellent teachers, and collaborative learning into passion and ambition that last a lifetime. By focusing on educating the head, heart, and hand of each student, NMH ensures students work toward mastering specific, relevant content in every discipline while developing habits of mind and skills that are fundamental to becoming contributing members of the world.

AT A GLANCE

650

Enrollment

746 acres

Campus size

60

Number of countries students hail from

33%

Domestic students of color

23%

International students

305

Number of faculty & staff

30%

Faculty of color

30%+

Students accessing scholarship support

\$12 million+

Need-based scholarship support awarded annually

\$56,314, boarding

\$34,361, day

Average need-based scholarship award

Read more about the combined [academic and campus life competencies](#) that students learn across the educational program at NMH.

DIFFERENTIATING PROGRAMS

NMH's focus on academic excellence, their commitment to a student-centered community, and their belief in the power of citizenship produce graduates who are not only academically advanced and intellectually adept — they are compassionate, resilient, and engaged citizens of the world. Programs that demonstrate the NMH approach in action include:

- **Advanced Scholars Program:** This program offers 33 college-level courses that span multiple disciplines, senior capstones, independent studies, and the Rhodes Social Entrepreneurship Fellowship. This program requires students to apply their learning using real-world skills and project-based assessments. Students not only complete high-level work, they use it to research and address global challenges allowing them to develop into strong scholars who stand out as college applicants.
- **Environmental Studies:** NMH's environmental studies program includes 12 courses that

cross disciplines, as well as the Farm Semester program, and immerse students in a multidisciplinary experience as they engage in close observation of the landscape and explore essential questions guiding society towards a sustainable future.

- **STEAM:** NMH students begin their scientific exploration by studying energy, matter, and motion and develop a solid foundation in the mechanics of mathematics while exploring real-world applications for their math and science skills. In the arts, student exploration in the four disciplines — dance, theater, music, and visual arts — focuses on developing their understanding of art as a language and examining what it means to be human. The Gilder Center, an innovative learning space for math and science, and the Rhodes Arts Center serve as two interactive facilities that inspire students to bring their ideas to life, creating spectacular projects that merge art, science, math, and humanities.
- **Humanities:** The humanities are a hallmark of an NMH education. Every student starts by examining their identities and their relationships with other people and with the environment through philosophical and artistic



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expressions. Students begin to understand how their education can be a tool for problem-solving that positively impacts humanity.

- **Athletics:** NMH develops skilled athletes who excel in both sports and academics while actively engaging in the community — citizen-scholar-athletes. NMH’s acclaimed athletics program produces sought-after college athletes in basketball, hockey, lacrosse, rowing, soccer, and wrestling. They value broad participation and encourage every student to experience the benefits of athletic competition by joining one of NMH’s more than 60 sports teams, which compete at multiple levels.
- **Arts:** NMH offers an expansive performing and visual arts program that emphasizes the creative process as much as the final product or production. Performance groups in jazz, chorus, and dance excel at national competitions while many of our visual arts students receive national awards for their work. Many go on to pursue college educations that center on the arts or are part of a multidisciplinary approach to problem-solving.
- **Workjob:** Every NMH student is responsible for actively participating in the daily running of the school. Through Workjob, students serve their community and develop an understanding of the

value of every person’s contributions. Many alumni credit this experience as being instrumental in preparing them for workplace challenges and life after NMH.

CAMPUS AND GEOGRAPHY

Northfield Mount Hermon is located on a serene, wooded 746-acre campus in the Connecticut River Valley of Western Massachusetts, two hours from Boston and three hours from New York. With tree-lined paths, wide expanses, and charming architecture, NMH boasts the Gilder Center, home to the math and science programs and the “greenest” building on campus; the new Calagione Fitness Center; and the beautiful Rhodes Arts Center, where NMH’s visual and performing artists shine.

Western Massachusetts is a vibrant and attractive part of the U.S., where you can hike the Berkshire Mountains, explore the Mohawk Trail, visit the Basketball Hall of Fame, or see a performance at the iconic Tanglewood music venue. Western Massachusetts is also home to 22 colleges and universities, including Amherst, Williams, Mount Holyoke, Smith, and UMass Amherst. Learn [more about Western Massachusetts](#).



PROCEDURE TO APPLY

Northfield Mount Hermon is a community devoted to learning. The school incorporates a broad range of human experiences and perspectives that enrich our school's community and prepare our students for life and leadership in a multicultural society.

The continuing success of Northfield Mount Hermon depends upon the full application of the skill, effort, and dedication of its employees. The school is committed to employee relations, policies, and practices in which each employee is treated fairly and with dignity and respect, and is recognized and valued as an individual.

The school pursues recruitment policies and practices aimed at the employment of individuals of many different backgrounds. Northfield Mount Hermon prohibits discrimination in all employment practices, matters, and decisions, including recruitment, training, compensation, benefits, advancement, or termination. Northfield Mount Hermon prohibits discrimination on the basis of race, ethnicity, religion, national origin, sexual orientation, gender identity, age, veteran status, ancestry, pregnancy or pregnancy-related conditions, or disability, and any other characteristic protected under applicable law. Retaliation against any employee in response to a complaint of discrimination is impermissible, and may lead to disciplinary action up to and including termination.

Northfield Mount Hermon makes employment decisions on the basis of qualifications and merit, and exerts every effort to hire the most appropriately qualified person for each open position. Northfield Mount Hermon will take all necessary steps to comply with existing federal, state, and local fair employment laws and guidelines.

Interested candidates should submit via https://bit.ly/NMH_Dean_Enrollment_AppForm the following materials confidentially as a single PDF file:

- A cover letter indicating the candidate's particular interest in and qualifications for the position.
- A current résumé.
- A statement of educational philosophy.
- The names, addresses, and telephone numbers of five references, including at least two recent supervisors. References should speak to the applicant's ability to be an effective administrator and to work collaboratively and collegially with adults, including trustees (references will be contacted only with the candidate's permission).

Please address any questions by email to julie@strategenius.org or by phone at 415-881-7105.



SEARCH CALENDAR

Open Until Filled
Applications Due

July 1, 2024
Start Date