

**Dana Hall School  
Director of Enrollment Management and Marketing  
Wellesley, MA**

Dana Hall, an independent boarding and day school for girls in grades 5-12, seeks a bold and thoughtful enrollment professional to be its next Director of Enrollment Management and Marketing. This position will most excite the energetic, experienced and strategic leader who has an appreciation for engaging preadolescent and adolescent students, is committed to girls' education and the school's imperative to "provide its students with a unique opportunity to prepare themselves for the challenges and choices they will face as women and citizens of the world." Located 12 miles west of Boston, the school balances exposure to new ideas and the challenge of analytic and creative thinking with concentration on the development of self-esteem, leadership and respect for others.

Reporting to the Head of School, Katherine Bradley, and serving as a key member of the Administrative Team, the Director of Enrollment Management and Marketing oversees all aspects of enrollment, admission and financial aid, including strategic communications and marketing. The new Director will be an active member of a senior leadership team that seeks to institutionalize and reinforce the school's intent to "push the boundaries and blaze trails in order to expand the education of women, all in the pursuit of excellence" and to interpret that in a modern context. She or he will be expected to contribute to the team's collaborative approach to strategic thinking and planning. She or he will possess a keen, proactive and forceful understanding of independent school enrollment issues nationally and internationally at the middle, secondary and higher education levels, particularly regarding issues related to diversity and access, as well as knowledge of the rapid changes transforming education today and an eagerness to exploit the possibilities such changes can bring to the school.

The ideal candidate will possess an unswerving commitment to access and diversity through admission and financial aid initiatives and accompanied by a high degree of cultural competency and unimpeachable integrity. The new Director should embrace this level of integration into the community as a means of broadening his/her perspective on the Dana Hall student experience. An undergraduate degree is required; an advanced degree is optimal.

Inquiries, nominations and applications are invited. Review of applications will begin immediately, and will continue until the position is filled. For fullest consideration, applicant materials should be received by May 26, 2017. Candidates should provide a resume, a letter of application that addresses the responsibilities and requirements described in the Leadership Profile available at [www.wittkieffer.com](http://www.wittkieffer.com), and the names and contact information of five references. References will not be contacted without prior knowledge and approval of candidates. These materials, three separate attachments, should be sent via e-mail to the Dana Hall School's consultants Jennifer Desjarlais and Alexis von Kunes Newton at: [DanaHallEnrollment@wittkieffer.com](mailto:DanaHallEnrollment@wittkieffer.com).

The consultants can be reached by telephone via the desk of Cara Drew at 781-564-2626.

*Dana Hall School does not discriminate on the basis of race, creed, color, national and ethnic origin, sexual orientation, gender identity, or gender expression in the administration of its educational policies and other school-administered programs. Dana Hall School seeks candidates who will contribute to and are committed to diversity and inclusive educational practices.*

---

