

Position Announcement

Director of Enrollment Management

Flintridge Preparatory School

La Cañada Flintridge, California

flintridgeprep.org

Start Date: July 2025



Overview

Founded in 1933, Flintridge Prep is an independent day school for 530 students in grades seven through twelve. Best known for its outstanding reputation in academics, arts and athletics, Prep's Director of Enrollment Management is responsible for sustaining and enhancing the school's strong position in the San Gabriel Valley market. Prep students currently come from 34 cities and 105 different schools. The school enjoys the best of two worlds: a tree-covered suburban campus with easy access to Pasadena and all the greater Los Angeles area has to offer. The campus is very close to the Jet Propulsion Laboratory and the Rose Bowl and is an easy drive to and from downtown Los Angeles, which is 14 miles south. The DEM supports and promotes the school's core mission to create a diverse and nurturing community, fostering creative thinkers, empathetic leaders, and global citizens through recruitment, admission, and matriculation guided by the school's commitment to equity, inclusion, and belonging for all students.

Flintridge Preparatory School is situated at the base of the San Gabriel Mountains in the community of La Cañada Flintridge. The tree-filled 7-acre campus has environmentally sensitive landscaping and is home to seven dedicated academic buildings, each providing light-filled classrooms and flexible learning spaces with state-of-the-art technology.

The newly remodeled Chandramohan Library and Learning Commons opened in February 2025, and houses a first-floor gallery, has spaces dedicated to research and writing, collaboration and problem solving, space for introverts and extroverts, engineers and artists, storytellers, performing and visual artists, and seekers of new perspectives of all kinds.



Mission

Learning with purpose in a diverse and nurturing community, Flintridge Prep students thrive in adolescence and grow as curious scholars, creative thinkers, empathetic leaders, and global citizens.

At a Glance

Established: 1933

Enrollment: 530

Students of color: 62%

Total faculty & staff: 128

Faculty with advanced degrees: 74%

Student/teacher ratio: 8:1

Financial aid budget: \$2 Million

Students receiving aid: 25%

Endowment: \$40 Million

Annual operating budget: \$31 Million

AP courses offered: 16

Sports teams: 23

Campus size: 7 acres

Learn More

Click on the links below to learn more about Flintridge Preparatory School.

[School Website](#)

[Portrait of a Wolf](#)

[Diversity, Equity, Inclusion, and Belonging](#)

The two-story Helen and Will Webster Family Science Center is home to the 400 seat Norris Auditorium, the Keck Biology Lab, the Murfey Chemistry Lab, and two other science labs. It is also home to the newly created Center for Student Life. Just off the bustling Ahmanson Plaza, where our students purchase gourmet meals from the school's dining service, the two-story Chandramohan Library is an important academic and social hub of the school. It contains meeting rooms, space for individual and group study, and a college counseling suite.

The two-story Randall Performing Arts Center includes seminar classrooms, a dance studio, and music room, as well as the Miller Theater, a black box teaching and performance space. The school has several art studios that provide all the tools our artists need—pottery wheels, kilns, a dark room, and Macs for video and photo editing projects.

The athletic facilities include the Lowery Swimming Pool, Memorial Athletic Field, and Crawford Family Gymnasium, which houses newly remodeled locker rooms and a professional-grade training center for athletes, as well as the Tom Fry Weight Room.

The three-story Bachmann Collaboration Building, which opened in 2020, houses programs in STEAM, Global Studies, and Leadership. The first floor includes a Makerspace, art studio, and science lab; the second floor has versatile classroom spaces that can be reconfigured for lectures and events, as well as seminar rooms equipped with video conferencing technology; the third-floor houses seminar rooms and meeting spaces to host the school's student government and other student leadership organizations. The space was designed to promote informal and formal conversation and collaboration across every discipline.

Position Description

Flintridge Preparatory School ("Flintridge Prep or Prep") seeks a Director of Enrollment Management (DEM) who can build on its outstanding reputation and expand the community's understanding of an enrollment management practice, while strengthening admissions and enrollment processes. Reporting to the Head of School, the Director of Enrollment Management will be central in creating an enrollment management infrastructure while building on the existing strengths of the Admission Office. The DEM is a member of the Senior Leadership Team, manages the Admission Office staff of three, is responsible for the strategic leadership and direction of student recruitment and enrollment efforts, and for the integration of the financial aid function into the admission office operation. In addition, the Director is responsible for the oversight of all phases of the admissions and financial aid process, institutional research, re-enrollment efforts, new student/family orientation and constituent volunteers including faculty and the student and parent ambassador programs.

Location

La Cañada Flintridge is a semi-rural community located only 13 miles north of Los Angeles, at the foothills of the Verdugo Mountains in the western edge of the San Gabriel Valley. Despite its proximity to LA's highly populated area, La Cañada Flintridge manages to hold tight to its equestrian/hiking/bicycling culture **with a unique and extensive 22-mile trail system.**

In the midst of this natural beauty that has been enhanced by restaurants, retailers and other accoutrements of modern life, La Cañada Flintridge is considered a highly desirable place to live because of its family-friendly atmosphere, top-ranked schools, and natural beauty. It's also home to NASA's Jet Propulsion Laboratory, beautiful botanical gardens, and museums.

About the Head of School

Vanessa Walker-Oakes was appointed Head of School in July 2021 but joined the Prep community in 2004 as a World History and A.P. Art History teacher. A teacher at heart, she has taught every year since while also serving in various leadership roles including Dean of Faculty, Dean of the 12th Grade, and Director of College Counseling, and most recently, the Assistant Head for Student Life.

Vanessa earned a bachelor's degree in Fine Arts and History from Harvard College, and master's degree in Art History from UCLA. She has completed all coursework and began writing her dissertation in the Ph.D. program in Critical Theory and Renaissance Art History, also at UCLA. Vanessa serves on the Board of Directors of Inner-City Arts, an organization providing arts education to underserved youth in Los Angeles County. She and her husband, Dan, have four sons, including two Prep alumni, as well as two current Prep students.



Key Responsibilities

- Provides strategic leadership in enrollment management, which includes admissions, marketing, research, and recruitment and directs the process for attracting, assessing, enrolling, and retaining students at Flintridge Prep.
- Sets annual admission goals, in accordance with the school's mission and based on enrollment goals set by the Head of School and Board of Trustees. The school is committed to enrolling a diverse, mission and values-aligned student body.
- Oversees the financial aid program in conjunction with the Controller.
- Manages new student enrollment and assists with the re-enrollment of current students in close connection with the Associate Head of School and Assistant Head for Student Life, Finance Office, and the Head of School.
- Understands and informs the administrative team and community about research and demographics, admission, and enrollment trends, ensuring that changes and challenges are anticipated, understood, and addressed.
- Develops and implements strategic marketing ideas. Formulates annual Admission and Enrollment Action Plans with goals and objectives.
- Attends Board of Trustee meetings when appropriate, is involved in strategic planning and keeping the Board fully apprised of the school's admission, financial aid, and marketing endeavors.



Qualifications and Personal Attributes

- A bachelor's degree required; a master's degree strongly preferred;
- Minimum 5 years of admission/enrollment management experience and a strong understanding of the budget drivers that impact school finances, while meeting institutional mission and priorities;
- Excellent and engaging communication skills;
- Sincere and genuine, with a clear sense of values;
- High energy, flexibility, warmth, and sense of humor with the ability to promote Flintridge Prep authentically;
- Commitment to working in and fostering an inclusive community;
- Demonstrated commitment to diversity, equity, and inclusion;
- Strategic thinker and creative problem-solver with ability to see the big picture;
- Outstanding leadership, administrative, managerial, and organizational skills;
- Dynamic interpersonal skills, with a collaborative yet clear and decisive leadership style;
- Ability to work with confidential information with discretion and high ethical standards;
- Experience in managing net tuition revenue targets while meeting institutional mission and priorities;
- Skilled and facile with technologies that support student record management, analytical reporting, office operations, and social media strategy;
- Comfortable with the use of data to make strategic enrollment management decisions and to create effective board reports.

To Apply

Flintridge Preparatory School has retained Carney, Sandoe & Associates / The Baker Group to assist in the recruitment of the Director of Enrollment Management. 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 and thorough résumé of no more than three pages;
- A writing sample, such as a parent/guardian communication, newsletter, open house speech, blog, or article;
- Contact information for five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Christine Baker

President, The Baker Group; Practice Leader,
Admission & Enrollment Management Practice,
Carney, Sandoe & Associates

chris.baker@carneysandoe.com

Cathy Shelburne

Consultant, Executive Coach
Carney, Sandoe & Associates

cathy.shelburne@carneysandoe.com

The full-time equivalent salary range for this position is \$ \$190k – 220k The starting salary is based upon, but not limited to, several factors which include years of experience, education level, and expertise.

