

## Position Announcement

### Dean of Enrollment Management

Fountain Valley School

Colorado Springs, Colorado

fvs.edu

Start Date: July 2025



### Overview

Located on 1,100 acres of land in beautiful Colorado Springs, Colorado, Fountain Valley School has, since 1930, been committed to providing education based on the ideas of individual dignity, self-discovery, creative promise, and purposeful and collaborative leadership. The school seeks its next Dean of Enrollment Management who will lead with a strategic and growth oriented mindset. Fountain Valley School educates students from across the United States and the world who bring energy, kindness and curiosity to every aspect of their life on campus. Through a robust educational program that provides a broad range of classroom based opportunities coupled with hands on learning, students commit themselves to growth and exploration. The recently adopted Path to the Summit – Fountain Valley School's Strategic Plan for 2030 – lays out a set of priorities focused on a future that reinvigorates the institution and solidifies its place as the premiere Boarding School in the American West.



### Mission

Drawing on its Western heritage, Fountain Valley School develops leaders who embrace the world with compassion and courage.

### Core Values

Courage | Compassion | Curiosity  
Self-Reliance | Open-Mindedness

### At a Glance

Established: 1930  
Enrollment: 225  
Students of color: 101  
States represented: 26  
International students: 25%  
Countries represented: 20  
Boarding students: 65%  
Total faculty and staff: 100  
Faculty with advanced degrees: 63%  
Student/teacher ratio: 5:1  
Average class size: 12  
Financial aid budget: \$3.4M  
Students receiving aid: 104  
Endowment: \$45.3M  
Annual operating budget: \$17.3M  
AP courses offered: 22  
Sports: 11  
Campus size: 1,100 acres

### Learn More

Click on the links below to learn more about Fountain Valley School.

[School Website](#)

[School History](#)

[Signature Offerings](#)

[Strategic Plan](#)

[College Matriculation](#)

## Position Description

Reporting to the Head of School, the Dean of Enrollment Management is responsible for understanding the strategic and operational components of enrollment, the research necessary to inform decision-making, and the oversight of student recruitment, financial aid, and reenrollment efforts. The Dean of Enrollment Management facilitates enrollment management discussions as a member of the senior administrative team and manages the admission office's staff. As part of the school's recruitment and enrollment of students, the Dean oversees the administration of the admission and financial aid budgets; admission processes and records; admission events, travel, and constituent volunteer efforts etc.; and all recruitment, enrollment, and matriculation efforts, up to welcoming new families to school. They are also involved in conversations with the Chief Financial Officer about tuition setting, the financial aid budget and net-tuition revenue. The Dean is attentive to demographics, expanding the footprint of Fountain Valley School's market position, and the school's public presence in all its manifestations.

The Dean of Enrollment Management plays a vital role in Fountain Valley School's community and will be expected to build on the existing strengths of the admission office, along with providing initiative and leadership in the facilitation of an enrollment management mindset. The Dean will conduct research and implement strategies to ensure the school achieves the enrollment goals set by the Board of Trustees and Head of School.

As one of the school's most visible spokesperson, the Dean of Enrollment Management represents the school to all constituents.

## Key Responsibilities

- Provides leadership in enrollment management, which includes admission, marketing, and recruitment and directs the process of attracting, enrolling, and retaining students at Fountain Valley School.
- Sets annual enrollment and admission goals, in accordance with the school's mission to promote economic, racial, and ethnic diversity in the student body, based on enrollment goals set by Head of School and the Board of Trustees.
- Organizes and administers the school's financial aid program and budget in conjunction with the chief financial officer.
- Manages new student enrollment and assists the Director of Student Life and Director of Studies with retention efforts and the reenrollment of current students in close connection with the business office.
- Is actively involved with those campus leaders responsible for issues relating to academic and student life.

## Location

Fountain Valley School sits on a beautiful 1,100-acre campus at the base of the Rocky Mountains in the city of Colorado Springs (approximately 80 miles south of Denver). The second largest city in Colorado, the area is growing and provides both paradise for outdoor enthusiasts with features such as the 14,115 ft. Pike's Peak, available right outside of the city. It is also possible to take a 10 mile walk without leaving the school campus. One faculty member said "Colorado Springs is better than Denver for access to the outdoors." The vibrant yet manageable city is also home to numerous colleges and universities, as well as abundant arts, culture, food, and even a new professional soccer team.

## About the Head of School

Megan Harlan became FVS's ninth Head of School in 2022, drawn to what she describes as "the sense of possibility rooted in the wide-open spaces." She comes to the school with an extensive background in education, which began at the Schuylkill Center for Environmental Education in Pennsylvania, where she traveled to Middle and High Schools in the area to teach workshops on watersheds, wetlands, and water quality. Most recently, she served as the Assistant Head of School at The Groton School in Groton, Mass. She also brings to Fountain Valley School a unique background as a certified wilderness firefighter, a NOLS Scholar in Kenya, a sheep farmer in Australia, a backcountry ranger for the National Forest Service in Montana, the Head Women's Lacrosse Coach at Villanova, an avid outdoorswoman, a former Girl Scout Troup Leader, and a mother of three. She resides on campus with her husband, Geoff.

## Qualifications and Personal Attributes

The ideal candidate for this position has a strong background in enrollment management and is passionate about the value of a boarding school education and can communicate those benefits with energy and conviction. The Dean of Enrollment Management will partner with key administrators and faculty to understand and convey the unique qualities of a Fountain Valley School education. Serving as both a leader and a mentor to the members of the enrollment management team, they will collaborate to design and build a system for assessing candidates that measures for desired outcomes. Importantly, they will be a critical strategic thought partner with the Head of School in executing on the goals of the school's strategic plan.

- Understands and informs the senior team, admission staff and community about research and demographics and admission and enrollment trends, ensuring that changes and challenges are anticipated, understood, and addressed.
- Formulates an annual admission and enrollment action plan, with specific goals and objectives outlining tactics.
- Attends Board of Trustee meetings when appropriate, is involved in strategic planning and keeping the Board fully apprised of the school's enrollment management endeavors.
- Maintains statistical and trend data related to admission and enrollment, and presents to the senior leadership team, Board of Trustees, and faculty.
- Manages the admission and financial aid staff.
- In conjunction with the communications office, develops and implements strategic marketing ideas, oversees the management of admission marketing materials. Also oversees the admission's section of Fountain Valley School's web site and social media.
- Effectively communicates and coordinates with Advancement team.
- Provides training and professional development opportunities for admission staff.
- Participates as an active member of the senior administrative team.
- Oversees all on-campus visitation programs-including interviews and spring accepted student programs.
- Establishes consistent rubrics for assessment and evaluation of candidates. Directs the entire application review process, and assigns reading and committee assignments to associates in the office and faculty representatives.
- Represents the admission office and school at public events, on and off campus.
- Maintains and encourages relationships with feeder schools, counselors, and consultants.
- Maintains and enhances the school's good standing in relevant professional organizations.
- Is an integral leader for the school community and participates fully in daily community life of the school.
- Extends themselves beyond the responsibilities of a job description when the need arises. Assists the Head of School with all other duties as assigned.

### ***Characteristics, Qualities, Values & Competencies***

- Understands and embodies the mission and values of Fountain Valley School;
- A collaborative leader who connects with and inspires all members of the community, actively engaging with and contributing to the life of the school;
- Ability to create strategic plans and implement them with organization and attention to detail to bring them to fruition;
- Demonstrates resilience, flexibility and kindness;
- Confident and inspirational public speaker and excellent written communicator;
- Excellent analytical skills with the ability to read and interpret data, identify patterns and develop strategy that responds to the data;
- Authenticity, enthusiasm, approachability;
- Integrity, sound judgment, confidentiality, and an ability to balance multiple perspectives.

### ***Experience & Skills***

- Bachelor's degree required; Master's degree preferred;
- Five to seven years working experience in a school setting or equivalent experience;
- Experience as a school leader or administrator, preferably in an independent school;
- Experience living and working in boarding schools preferred;
- Experience working with international recruiting preferred;
- Demonstrated success setting expectations for professionalism, accountability, and collegiality.





## To Apply

Fountain Valley School has retained Carney, Sandoe & Associates / The Baker Group to assist in the recruitment of the Dean 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 four 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:

**Charlotte Brownlee**  
Consultant, Carney, Sandoe & Associates

[charlotte.brownlee@carneysandoe.com](mailto:charlotte.brownlee@carneysandoe.com)

**Bill Leahy**  
Consultant, Carney, Sandoe & Associates

[bill.leahy@carneysandoe.com](mailto:bill.leahy@carneysandoe.com)

*The full-time equivalent salary range for this position is \$120,000-\$180,000. The starting salary is based upon, but not limited to several factors that include years of experience, education level, and expertise. The Dean of Enrollment Management is an integral part of the FVS community and will be expected to live on campus and provide support in the residential program.*

