

## Position Announcement

### Dean of Enrollment Management

McCallie School  
Chattanooga, Tennessee  
mccallie.org  
Start Date: July 2025



### Overview

Located in Chattanooga, Tennessee, McCallie provides an exceptional education to 1,003 boys in grades 6-12. Upper School boarding students join the grades 6-12 day student community to form a dynamic and engaged student body, where character and relationships are essential aspects of students' education. As McCallie launches an ambitious strategic plan, the school seeks an entrepreneurial and driven Dean of Enrollment Management to lead an excellent 15-person admission office. Both a strategic leader and an integral part of the admission team, the Dean of Enrollment Management reports to the Head of School and serves on the Head's leadership team. The incoming Dean will join the school at an auspicious time, as McCallie continues to grow its boarding program from 330 students to 400+ over the next decade. While leveraging the school's devoted alumni base, enthusiastic parent body, and commitment to personal relationships, the Dean will bring a strategic and creative lens to the work ahead.



### Mission

McCallie School, grounded in Christian principles, shapes and transforms boys—heart, soul, mind, and body—and prepares them for life. Through academic excellence, intentional development of faith, character, and leadership, and a school community distinguished by deep relationships and enduring brotherhood, McCallie is unparalleled and life-changing.

Remaining true to its foundational commitments to:

- all-boys education
- comprehensive boarding and day programs
- Christianity and Judeo-Christian heritage while welcoming and respecting boys of different faith traditions
- the ideals of Honor, Truth, and Duty

McCallie is a companion and resource to boys in their journey to manhood and throughout their lives. Young men graduate from McCallie equipped and inspired to:

- understand themselves, the world, and their duties to others
- pursue meaningful relationships with a spirit of curiosity, respect, and empathy
- build lives of purpose, impact, and service
- flourish in school, work, and life
- glorify and enjoy God forever

**McCallie is for boys, for men—for life.**

## Position Description

The Dean of Enrollment Management is responsible for managing and directing the annual recruitment and enrollment of new students and the re-enrollment of current students. This person is also responsible for broadly overseeing McCallie's office of financial aid, scholarship program, and the school's summer programs.

The Dean of Enrollment Management partners with the school's Advancement Team (Admissions, Marketing, Alumni, Development, and Communications) to maximize McCallie's vast alumni and parent base to build broad institutional support and to help enroll talented, high character, mission-fit boys from Chattanooga and around the country and world.

The Dean of Enrollment Management must demonstrate a deep understanding of, support for, and desire to live out McCallie's mission for the good of McCallie boys — including both the school's commitment to character development and the ideals of honor, truth, and duty and the school's Christian foundation and Judeo-Christian heritage.

## Key Responsibilities

- Building, developing, executing, and managing all aspects of McCallie's Day and Boarding Admission programs.
- Meeting or exceeding the school's annual enrollment goals, as well as positioning the school to meet its future enrollment goals, including growth in the boarding program.
- Leading, managing, inspiring, and evaluating the team of professionals who work in the admission office, financial aid office, and summer programs office.
- Meeting with prospective families in their hometowns or as they visit McCallie.
- Playing a key role in the development and execution of a comprehensive marketing plan.
- Developing and recruiting students for a variety of mission-focused summer programs that will serve as a resource for future students.
- Working with, managing, and evaluating the Director of Financial Aid to ensure that financial aid funds are used strategically and within budget to meet the school's enrollment goals.

## At a Glance

Established: 1905

Enrollment: 1,003

Number of Day Students: 670 (grades 6-12)

Number of Boarding Students: 333 (grades 9-12)

States represented: 25

Countries represented: 19 (20% of boarding community)

Students of color: 25%

Total faculty: 111

Faculty with advanced degrees: 69%

Financial aid budget 2023-24: \$12.8M

Students receiving aid: 43%

Endowment: \$159M

Annual operating budget: \$43.2M

Campus size: 140 acres

## Learn More

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

[School Website](#)

[McCallie Traditions](#)

[College Counseling](#)

[Strategic Plan](#)

[Admission Team](#)

[Michaels-Dickson Scholars Program](#)



- Shaping strategy of the Michaels-Dickson Scholars Program and managing and evaluating the work of the program director.
- Chairing the school's Retention Committee and holding committee members accountable for their re-enrollment follow-up tasks.
- Communicating and coordinating with other school departments, including athletics, about their plans, goals, and needs.
- Serving as an active member of McCallie's Strategy Team that coordinates the work and synergy of the school's Admissions, Marketing, Alumni, Development, and Communications functions.
- Serving as a member of the Head of School's leadership team.
- Performing other duties as may be assigned by the Head of School or Chief of Staff.
- As requested by the Head of School, preparing and giving reports to the Board of Trustees and supporting the Board's Strategic Enrollment Committee.



### **Location**

Recently named one of the "South's Best Cities on the Rise" (*Southern Living*, 2022) and one of the "10 Great Cities in the United States for Outdoor Adventures" (*Washington Post*, 2022), Chattanooga has earned the distinction of one of the nation's most livable cities and a key destination for travelers. Its location in the southeast section of the state makes it a key transit hub with easy access to all major cities in the region, including Atlanta, Knoxville, and Nashville.

Chattanooga recently ranked 8th out of America's 100 largest metro areas for the best "Bang for Your Buck" city, which measures overall affordability, housing rates, and more. Downtown Chattanooga showcases a wide variety of entertainment, dining, cultural and architectural attractions, including family-friendly destinations such as the Creative Discovery Museum, aquarium, and zoo.

McCallie students and faculty enjoy a close relationship with the community at Girls Preparatory School (GPS), a day school just a few miles away from McCallie, which serves girls in grades 6-12.

## About the Head of School

Head of School Lee Burns is a Chattanooga native and McCallie alumnus from the Class of 1987. After graduating from McCallie, Lee went on to Dartmouth College where he graduated cum laude in 1991. While at Dartmouth, he played Varsity Tennis for four years and was a Tennis Academic All-American. In 1994, Lee earned his master's degree in educational administration from Harvard. He has also studied at the London School of Economics.

From 2000-2014, Lee served as Head of School at Presbyterian Day School (PDS), a boys' school serving over 600 boys in grades PK-6 in Memphis. Prior to being appointed Head of School at PDS in 2000, Lee was a teacher, coach and administrator at Christ School, an Episcopal boys' boarding high school in North Carolina. Lee was appointed as Head of School at McCallie in 2014.

Lee served from 2011-2013 as President of the Elementary School Heads Association, is a long-time member of the Heads Collegiate Forum and the Visionary Heads Group, and has been a presenter at several annual conferences.



## Qualifications

Competitive candidates will possess most or all of the following qualifications and attributes:

- Experience as a senior enrollment officer in an independent school, college, or university.
- A bias for action, entrepreneurial lens, and competitive spirit.
- Deep understanding of current enrollment, admission, and marketing trends and best practices and the vision to develop new and emerging strategies and practices.
- Excellent public speaking and written communication skills and comfort presenting in front of a range of audiences.
- Skill as a strategic and analytical thinker.
- Facility in recruiting and enrolling students who contribute to the strength of the school's programs.
- Comfort in directing, evaluating, and supporting a large team of admission professionals.
- Willingness to travel for conferences and student recruitment and availability to work occasionally on evenings and weekends.
- Excitement to participate in the various aspects of campus life in an effort to build a deep understanding of the school and the boarding community and to help establish meaningful relationships with students, teachers and staff.
- Embodiment of school ideals.

## To Apply

McCallie 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

As the search progresses, selected candidates may be asked to provide:

- 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:

**Marsha Little**  
Senior Consultant  
[marsha.little@carneysandoe.com](mailto:marsha.little@carneysandoe.com)

**Lisa Parsons**  
Consultant  
[lisa.parsons@carneysandoe.com](mailto:lisa.parsons@carneysandoe.com)

*McCallie is an equal opportunity employer and does not engage in any unlawful discrimination. We are committed to recruiting, creating, and fostering a diverse community. We encourage all candidates to visit McCallie's employment webpage to learn about the school, its mission, and institutional commitments.*