

## Position Announcement

### Dean of Enrollment Management

New Hampton School

New Hampton, New Hampshire

[newhampton.org](http://newhampton.org)

Start Date: July 2025



### Overview

Located in the beautiful foothills of the White Mountains and just 30 miles north of Concord, New Hampshire, New Hampton School is a co-educational boarding school community serving approximately 330 students from across the United States and over 30 countries. Committed to developing global citizens through a robust residential and co-curricular program, New Hampton calls upon students to think deeply, explore with curiosity, and to bring each student's talents and identities into every conversation. New Hampton offers a unique curriculum that includes the International Baccalaureate Diploma Programme, diplomas with distinction in the Arts and Entrepreneurial Studies with a deep commitment to supporting student learning through a comprehensive Academic Support Program. Today, as the school continues to implement its 2021 Strategic Plan, New Hampton seeks an innovative, driven, and entrepreneurial chief enrollment leader to oversee admission and enrollment efforts. Working in partnership with the Head of School, and serving as a member of the senior leadership team, the Dean of Enrollment Management plays a crucial role in supporting the mission of New Hampton School and meeting enrollment and net-tuition revenue goals.



### Mission

New Hampton School cultivates lifelong learners who will serve as active global citizens.

### At a Glance

Established: 1821  
Enrollment: 329  
Students of color: 17.8%  
International students: 19%  
Countries represented: 30  
Boarding students: 240  
Total faculty: 65  
Faculty of color: 6%  
Faculty with advanced degrees: 68%  
Student/teacher ratio: 5:1  
Financial aid budget: \$5.3M  
Students receiving aid: 48%  
Endowment: \$39M  
Annual operating budget: \$19M  
IB courses offered: 49  
Interscholastic sports: 17  
Campus size: 340 acres

### Learn More

Click on the links below to learn more about New Hampton School.

[School Website](#)

[Core Values](#)

[Strategic Plan](#)

[Equity and Inclusion](#)

[College Matriculation](#)

## Position Description

New Hampton's next Dean of Enrollment Management will be passionate about both the strategy and operational oversight of the school's enrollment and admission efforts, bringing vision, energy, creativity, and an entrepreneurial spirit to the role. Reporting directly to the Head of School and in partnership with the school's senior leadership team, the Dean will provide leadership in admissions, marketing and recruitment and oversee the process of enrolling and retaining students.

As a strategic and visionary thinker, the Dean of Enrollment Management will set measurable goals for the admission and financial aid programs. With a deep commitment to data-guided decision making, the Dean will develop a clearly articulated enrollment action plan in partnership with the admission team and school leadership. The Dean will also be a thought leader in the development and implementation of an integrated marketing and outreach plan designed to attract and enroll mission appropriate students for New Hampton.

As the chief enrollment officer for New Hampton, the Dean will partner with the Head of School and other school leaders to ensure that all community members are engaged in the work of supporting the admission and enrollment management efforts of the school. The Dean will also be an active member of the residential life of the school and will enthusiastically engage in duties designed to support the growth and well-being of the New Hampton School students.

### Key Responsibilities

- » Provides leadership in admission, financial aid, marketing, recruitment, selection, enrollment, and retention.
- » Creates an annual Admission and Enrollment Action Plan with goals, objectives, and tactics.
- » Develops enrollment strategies, in partnership with the Head of School, to meet revenue goals through the admission, enrollment, and retention of mission aligned students.
- » Manages the full enrollment cycle for new and returning students.
- » Develops measurable strategies to promote socioeconomic, geographical, racial, and ethnic diversity in the student body.

### Location

The White Mountains region of New Hampshire is one of the most highly rated year-round destinations in New England, and benefits from being close to several larger cities including Concord, NH, Manchester, NH, and the seacoast area of New Hampshire and Maine which are just a 90-minute drive from New Hampton's beautiful campus. The town of New Hampton offers residents a small town feel while also being close to beautiful lakes, including the famous Lake Winnepesaukee, a range of ski resorts, and magnificent hiking and biking trails. As a tourist destination, the region offers some wonderful cultural and dining experiences as well as incredible outdoor adventures.

### About the Head of School

Joe Williams, the 23rd Head of School at New Hampton, is an alumnus of Lawrence Academy, and holds a bachelor's degree in Sociology from Bowdoin College, and a M.Ed. in Educational Leadership from the University of Vermont.

Prior to arriving at New Hampton, Joe spent 19 years at Kimball Union Academy in a variety of leadership roles. Since arriving at New Hampton in the fall of 2016, Joe has led a comprehensive strategic planning process and recently completed a Bicentennial Campaign to secure funds for the priorities set in the Strategic Plan to support the people and programs that make New Hampton the outstanding school that it is today.

Known across campus for his welcoming and engaging demeanor, Joe especially appreciates the community's entrepreneurial spirit, inclusive nature, and emphasis on the well-being and full experience of each student. Together with his wife Eileen, the Williams family are at the core of the school's community and are the impetus for the close-knit feel of the school. Joe and Eileen live on campus with their two dogs, Bowdoin and Chowder, and are frequently visited by their adult children, Charlie, Cooper, Tucker, and Carter.



- » Uses data-informed practices to measure and enhance the enrollment management program.
- » Manages all aspects of the visitor experience including campus tours, interviews, open houses, and admitted family programs.
- » Leads an admission team of seven and fosters a collaborative and innovative work environment.
- » Demonstrates an active commitment to professional growth in all aspects of the role including a commitment to diversity, equity, and inclusion.
- » Manages a financial aid budget of \$5.3M and ensures an effective use of resources to meet enrollment goals.
- » Partners with the Head of School and Director of Finance to establish and meet annual net-tuition revenue goals.
- » Represents the school as a primary spokesperson at all admission related events (on-campus, virtual and off-campus).
- » Manages selection committee meetings, including the training and evaluation of all members of the admission committee.
- » Establishes productive relationships with key educational partners such as community-based organizations, sending schools, educational consultants, and key summer programs.
- » Engages fully in the life of the school through residential supervision, advising, coaching, and/or other duties as assigned by the Head of School.
- » Provides leadership and support in the care and support of all students at New Hampton through intentional partnership with faculty, staff, and administrators.

### Qualifications

Competitive candidates will possess most, if not all, of the following qualifications and attributes:

- Bachelor's degree, master's degree preferred.
- Minimum of 5 years of enrollment leadership experience at the secondary and/or collegiate level.
- Entrepreneurial approach to all aspects of their work.
- Strong attention to details.
- Deep commitment to secondary boarding school education.
- Collaborative and community minded.
- Superior communication skills both written and spoken.
- Proven strategic and analytical abilities.
- Superior interpersonal, organizational, and managerial skills.
- High energy, flexibility, warmth, and sense of humor.



## To Apply

New Hampton School has retained The Baker Group/Carney, Sandoe & Associates 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 résumé;
- A writing sample, such as a parent/guardian communication, newsletter, open house speech, blog, or article;
- Contact information for three professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Send these materials to:

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

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