

# ASSISTANT HEAD OF SCHOOL FOR STRATEGIC ENGAGEMENT SEARCH

TVT COMMUNITY DAY SCHOOL

Irvine, California

[www.tarbut.com](http://www.tarbut.com)

Start Date: July 2025



Carney  
Sandoe  
& ASSOCIATES

CARNEYSANDOE.COM

# Mission

TVT Community Day School is an inclusive Jewish school of inquiry and innovation where academics are important, and character is paramount.

# Vision

Cultivate compassion, curiosity, and courage to make a better world.

## At a Glance



Established  
1991



Enrollment  
849



Total employees  
150



Student-faculty ratio  
9:1



Endowment  
\$16M



Financial aid awarded  
>\$5M



Students receiving aid  
33%



Campus size  
21.5 acres

Lower School enrollment: 385

Middle School enrollment: 225

Upper School enrollment: 239

Annual operating budget: \$31M



## Overview

TVT Community Day School is an inclusive coeducational independent Jewish day school serving Jewish and other faith students in grades TK through 12 and is located in Irvine, California. Founded in 1991 by Irving “Papa” Gelman in loving memory of his daughter, Naomie Gelman Weiss, TVT has grown from a 36-student school to a school that today serves over 800 remarkable students, making it one of the largest and top ranked Jewish day schools in the nation. With a deep commitment to each child’s growth and exploration, TVT is highly regarded for its focus on inquiry and innovation, and in providing an education rich with opportunities, both in and out of the classroom. Grounded in the Jewish values of community, justice, kindness, respect, truth and repairing the world (*tikkun olam*), TVT is a community full of discovery, exploration, kindness, and inclusion.

With a beautiful campus and unsurpassed facilities, TVT is a place where every student’s journey is embraced and celebrated. Guided by a highly talented and compassionate faculty, students at TVT are celebrated for who they are today and are empowered to discover who they will become in the future. The heart of the school centers on the talents and character of all community members, students and adults alike. Together, they embark on a journey and partnership laying the foundation for a lifetime of discovery and a steadfast commitment to making a positive impact in the world.

TVT seeks a highly experienced, innovative and bold strategic leader to serve as the Assistant Head of School for Strategic Engagement. This new position will serve as the chief thought partner to the Head of School and senior leadership team on all aspects of constituent engagement. The ideal candidate will be a visionary and strategic leader with deep experience designing, implementing, and evaluating an integrated and collaborative mission-aligned strategy to bolster the engagement of prospective families, newly enrolled families, current families, alumni, donors and educational community partners. The successful leader will be one who thrives in a collaborative work environment, is creative in their approach to cross-departmental engagement, is visionary in problem solving and is results oriented. The candidate who joins TVT will find a leadership team ambitious in aspirations and eager to benefit from the vision, talents, and expertise of the new Assistant Head of School for Strategic Engagement.



Reporting to the Head of School, Jill Quigley, the Assistant Head of School for Strategic Engagement will be responsible for ensuring all enrollment, engagement and revenue goals are achieved. This will require a leader skilled at bringing all campus partners in the offices of marketing and communications, admissions, and advancement into alignment on strategies to achieve all goals. With a deep understanding of the importance of a well-designed external relations strategy, the leader will be responsible for elevating each functional area under their charge to heighten the engagement of every constituent. The leader will join TVT at a time of tremendous growth and excitement about the recently adopted Strategic Vision which lays the foundation for strategic planning in the coming years.

## Opportunities and Challenges

A new position designed to meet the needs of a thriving and growing school, the Assistant Head of School for Strategic Engagement will:

### **Provide Strategic Thought Partnership and Leadership**

The Assistant Head of School for Strategic Engagement (AHSE) will serve as an intentional thought partner for the Head of School on all aspects of external affairs. Sensitive to the totality of a family's experience with the school, the AHSE will assess, coordinate, and improve all levels of engagement with TVT, from the admissions inquiry through onboarding to philanthropy and alumni commitment. The AHSE will manage the teams which identify, engage, and partner with mission aligned families to strengthen their overall experience with and loyalty to TVT.

### **Align and Elevate Through Strategic Collaboration and Innovation**

As a still relatively young school, TVT has moved through stages of maturation in enrollment, communications & marketing, and advancement. The AHSE will coalesce the efforts of these teams, support their evolution and advocate for growth as necessary to support the strategic aspirations of TVT.



### **Design, Measure and Evolve Integrated Systems**

The rapid growth of TVT requires the evolution of systems and processes, including leveraging technology while still maintaining a deeply personal touch with all constituents. With the launch of a strategic vision and an imminent campus master plan in the works, the AHSE will ensure that the systems and personnel are in place to help these plans come to fruition.

### **Elevate Admissions to a True Enrollment Management Model**

A critical component of the role of the AHSE during the first year will be to evaluate all aspects of the enrollment program with an eye toward implementing a campus wide culture of Enrollment Management through the use of data to drive strategy. Building on current strengths, the AHSE will provide a strategic and integrated vision for all aspects of enrollment management.

### **Tell the Story**

TVT has done excellent work in developing a portrait of a graduate, articulating its values, and having a compelling vision for the future. The AHSE will engage across the institution to ensure that admissions, marketing, and philanthropy tell a coherent and inspirational story about the school's strengths, successes, and aspirations. Curiosity about the daily life of the students and the magic unfolding in the classrooms are essential elements in crafting a coherent and compelling narrative.

### **Elevate Data Collection and Measurement**

The AHSE will hold the conviction that good decision-making and strategy are forged from in-depth data collection and ongoing research and reflection, and that holding people accountable for quantitative performance metrics is essential to moving an institution forward.



## Qualifications and Personal Attributes

The most competitive candidates for TVT Community Day School will offer the following:

- An outgoing, genuine ability to connect with people from diverse backgrounds; an enthusiastic and thoughtful approach to bringing people closer to an organization and helping them see themselves as integral parts of the community.
- A relational leader with the ability to coach, build teams, and cultivate and foster trust among colleagues.
- A nuanced understanding of the independent school market and how well calibrated messaging to a diverse audience of stakeholders can positively influence outcomes.
- An appreciation of clear, concise, and consistent communication that accurately represents the essence of the school and the impact of successful marketing initiatives in supporting revenue generation operations.
- Clear understanding of and experience with the execution of a strategic enrollment management program to achieve all net-tuition revenue and compositional goals.
- Experience with and an understanding of alumni engagement and donor acquisition.
- Experience in the development and execution of a strategic marketing and communications strategy to support all institutional messaging and revenue goals.
- A proven track record and commitment to strive for inclusivity.
- A strategic thought leader – a thinker and strategist always looking towards future destination and the best ways to get there; proactively sharing ideas with an eye towards collaboration.
- A strong manager and communicator – extensive experience leading diverse teams and holding individuals accountable; a transparent leader who can convey information and thinking in an inspiring and understandable fashion.

# Learn More

Click on the links below to learn more about TVT Community Day School.

[School Website](#)

[School Profile](#)

[School History](#)

[School Strategic Vision and Mission](#)

[Educational Philosophy](#)

[About Irvine, California](#)



## To Apply

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 recent writing sample;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

### **Karen Whitaker**

Senior Consultant

karen.whitaker@carneysandoe.com

### **Bill Leahy**

Consultant

bill.leahy@carneysandoe.com

We would appreciate receiving application materials no later than January 15, 2025.

*The full-time equivalent salary range for this position is \$200-240k. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.*