

Position Announcement

Director of Enrollment

The Thacher School

Ojai, California

thacher.org

Start Date: July 2025



Overview

The Thacher School, one of the most selective and highly regarded boarding schools in the nation, is seeking an enrollment leader to direct a thoughtful and well run admission operation and facilitate strategic conversations around enrollment. Founded in 1889 by Sherman Day Thacher, the School of 258 students serves academically talented students from over 20 states and close to 11 countries in a rigorous college preparatory experience. The faculty and students live and work closely together on a 540-acre campus nestled in the foothills of the Los Padres National Forest in Ojai, California (85 miles north of Los Angeles). School life is governed by an Honor Code rooted in the core values of Honor, Fairness, Kindness and Truth. Together, the School community commits to the belief that demands in the academic classroom, when combined with those of mountains and horses, of sports and the arts, produce independent minds, strong bodies, and powerful character. Thacher has an operating budget of \$28 million, and an endowment of \$180 million.



Mission

Thacher trains young people in the art of living for their own greatest good and for the greatest good of their fellow citizens in a diverse and changing world. To that end, the School augments its highly challenging academic program with profound lessons learned from the care of a horse, regular chores around the School, teamwork on playing fields, outstanding instruction in the arts, the give and take of everyday life with schoolmates and teachers, and adventures shared in the wilderness. The aim is to inspire and encourage hard work, integrity, self-reliance, a lifelong love of learning and truth, self-knowledge, and a deep concern for the world in which we live.

At a Glance

Established: 1889

Enrollment: 258

Students of color: 56%

International students: 14%

Countries represented: 11

Boarding students: 225

Total faculty: 59

Faculty of color: 36%

Faculty with advanced degrees: 72%

Student/teacher ratio: 6:1

Financial aid budget: \$4.9M

Students receiving aid: 31%

Endowment: \$180M

Sports teams: 28

Campus size: 540 acres

Position Description

Reporting to the Head of School, the Director of Enrollment 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 re-enrollment efforts. The Director of Enrollment facilitates enrollment management discussions as a member of the senior administrative team and manages the admission office's staff of six. As part of the school's recruitment and enrollment of students, the Director oversees the administration of the admission and financial aid budgets; admission processes and records; admission events, travel, and constituent volunteer efforts; and all recruitment, enrollment, and matriculation efforts, up to welcoming new families to school in September. They are also involved in conversations with the Chief Financial Officer about tuition setting, the financial aid budget and the most strategic use of financial aid. The Director is attentive to demographics, expanding the footprint of the Thacher's market and the school's public presence in all its manifestations. As one of the school's most visible spokespeople, the Director of Enrollment represents The Thacher School to all constituents.

Key Responsibilities

- Provides leadership in enrollment management, which includes admission, financial aid, marketing, and recruitment and directs the process of attracting, enrolling, and retaining students at Thacher.
- 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 the Head of School and the Board of Trustees.
- Collaborates with the Director of Financial Aid in organizing and administering the school's financial aid program and budget in conjunction with the Director of Finance and Operations.
- Directs the entire admission process from recruitment to application review through enrollment.
- Manages new student enrollment and assists the Director of Student Life and Director of Studies with issues relating to academic and student life, including retention efforts and the reenrollment of current students in close connection with the business office.
- Understands and informs the senior team, admission staff, and community, about research, demographics and related enrollment trends. Proactively ensures that changes and challenges are anticipated, understood, and addressed.

Learn More

Click on the links below to learn more about The Thacher School.

[School Website](#)

[Heritage and History](#)

[Virtual Campus Tour](#)

[School Profile](#)

[College Matriculation](#)

Location

Ojai is a charming, small city in Ventura County, California, an hour and a half northwest of Los Angeles and a 45-minute drive to Santa Barbara. The city is known for its boutique hotels, recreation opportunities, hiking, and farmers' market of local organic agriculture. Set in a valley in the Topatopa Mountains, Ojai has a village-like center dotted with art galleries, small shops, and restaurants. Ojai has long been known as a haven for creatives – from woodworkers, to painters, to ceramicists, sculptors and more. Ojai is an attractive second home for a number of Hollywood stars wanting a respite from city life. Bordering the north, Los Padres National Forest and nearby Lake Casitas are popular recreation areas. Every year, the Ojai Music Festival features famed classical artists.



- 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 keeps the Board fully apprised of the school's enrollment management endeavors.
- Maintains statistical and trend data relating to admission and enrollment, and presents to the senior leadership team, Board of Trustees, and faculty.
- Manages an admission and financial aid staff of six through effective and supportive leadership behaviors.
- 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 Thacher's website and social media.
- Participates as an active member of the senior leadership team.
- Travels extensively for the school, which typically includes at least one international trip per year.

Other Responsibilities

- Advises a grade-level group of 4-6 students.
- Participates in the residential program through attendance at community dinner, as well as weekend duty approximately 3-4 weekends per year.
- Participates in the afternoon program by coaching and running an activity (or its equivalent) for one season per academic year.
- Partners with colleagues to co-lead two outdoor backcountry trips a year (5 nights in the fall and 5 nights in the spring).



About the Head of School

Jeff Hooper has held various roles in the Thacher community before being named Head of School in 2023. Jeff was previously Thacher's Assistant Head of School, and taught courses in Spanish, history, and economics. Jeff is also the head varsity football coach—having himself played four years of football at Trinity University where he earned his undergraduate degree. Jeff is respected as a Head who understands the history and uniqueness of Thacher and fosters a culture that embraces the diversity of the tightly knit community, ensuring that all feel an authentic sense of belonging. Jeff also enjoys the Outdoor Program, whose trips into the Sespe, the San Rafael Mountains, and the southern Sierra have taught him a lot about camping. Guided by his love of Spanish, Jeff has explored Mexico and studied in Latin America. He lives on campus with his wife, Kara, and their two sons, Hayden CdeP '23 and Hiram '25.

Qualifications and Personal Attributes Professional Qualities of Thacher Faculty & Staff

- Contributes to the delivery of the mission, vision, and values of the school community.
- Builds, fosters, and participates in an inclusive school community.
- Models lifelong learning, flexibility and a growth mindset.
- Maintains a commitment to professional development.
- Maintains high standards of professionalism with students and colleagues.
- Exhibits enthusiasm for working with teenagers.
- Values collaboration with colleagues and participating actively in a community of students and adults.
- Embraces and actively participates in signature Thacher programs.
- Exhibits flexibility and adaptability to change as needed.

Job Specifications

- Bachelor's degree, master's degree preferred.
- Five years of admission, financial aid and enrollment management experience.
- Strong commitment to grades 9-12, boarding and day school education.
- Superior communication skills both written and spoken.
- Superior interpersonal, organizational, leadership, and managerial skills.
- High energy, personable, engaging and charismatic.

To Apply

The Thacher School has retained The Baker Group/Carney, Sandoe & Associates to assist in the recruitment of the Director of Enrollment. 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;
- Two writing samples, 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:

Send these materials to:

Christine Baker
President, The Baker Group;
Practice Leader, Admission &
Enrollment Management Practice,
Carney, Sandoe & Associates
chris.baker@carneysandoe.com

Karen Whitaker
Senior Consultant, Carney, Sandoe & Associates
karen.whitaker@carneysandoe.com

Bill Leahy
Consultant, Carney, Sandoe & Associates
bill.leahy@carneysandoe.com

SALARY RANGE

Salary Range is \$165,000-\$195,000 with housing included. Final salary is based on experience relevant to the role and internal equity. Thacher offers a competitive total rewards package, which includes a 403(b) match, healthcare coverage, and a broad range of other benefits including full tuition remission for eligible dependents, use of campus facilities and generous professional development support.

OTHER REQUIREMENTS

A current (or ability to obtain) California driver license with a satisfactory motor vehicle record and ability to transport students in school-owned vehicles. A criminal background check must be successfully completed before employment can begin.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Thacher School is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any other factor that is a prohibited consideration under applicable law.