

## Position Announcement

### Director of Enrollment Management

Walnut Hill School for the Arts

Natick, Massachusetts

Start Date: July 2025



### Overview

Located 17 miles west of Boston on a 30-acre campus, Walnut Hill School for the Arts, an impressive school that combines a comprehensive college-preparatory academic curriculum with intensive, pre-professional artistic training in Theater, Dance, Music, Visual Art, and Writing, Film and Media Arts is seeking a strategic minded admission and enrollment leader. The school's expert faculty and staff work with students in their respective majors to strengthen their talents, foster their creativity, and stimulate their intellectual curiosity.

Walnut Hill has strategic partnerships with New England Conservatory and Boston Ballet and is the only school of its kind in a major metropolitan market. Additionally, it recently secured a high-profile String Quartet in Residence – the Grammy-winning Parker – and is hosting renowned ballet choreographer Jorma Elo on campus for one month. In addition to high school offerings, Walnut Hill provides a variety of community and summer programs, including its Community Academies that offers both school year and summer learning opportunities for local aspiring artists, pre-K through adult. It also has an international footprint in Seoul, South Korea through the Walnut Hill School for the Arts Jongno Art Hall which serves as a “home base” for WHS families and alumni in Seoul, the school's second largest international family/alumni base.

Founded in 1893 by two Wellesley College graduates, Walnut Hill School was at the forefront of educating young women until the 1970s when the arts – always recognized as a vibrant aspect of school programming – became a strategic focus along with a co-educational mission. Today, alumni include world-renowned musicians and composers, symphony conductors, principal dancers, visual artists, Broadway performers, TV/film actors, producers, and a Pulitzer Prize-winning author and Poet Laureate. In addition, Walnut Hill graduates are at the top of many creative industries, including design, fashion, architecture, technology, entrepreneurship, and medicine, among others.

### Mission

Walnut Hill School for the Arts educates and trains creative and intellectually curious young artists to make an enduring impact in the world.

### Motto

Non Nobis Solum (“Not for Ourselves Alone”)

### At a Glance

Total number of students: 274

Total number of day students: 83

Total number of boarding students: 191

Acreage of physical plant: 30 acres

Value of endowment: \$20M

Operating budget for current school year: \$22.6M

Financial aid: total amount awarded this year:  
\$4.5M

Financial aid: FA \$ as % of total revenue: 22%

Financial aid: FA students as % of total  
enrollment: 39%

Percentage of student body of color: 50%

Percentage of faculty of color: 22%

### Learn More

Click on the links below to learn more about Walnut Hill School for the Arts.

[School Website](#)

[Core Values](#)

[Diversity, Equity, and Inclusion](#)

[Virtual Tour](#)

[College Matriculation](#)

[About Natick, Massachusetts](#)

As the school has evolved, it has continued to innovate. Over the past decade, Walnut Hill has become a national leader in DEIB (diversity, equity, inclusion, and belonging). Accomplishments include the first gender-neutral dorm in the U.S., a blossoming of student and adult affinity groups, a bold vision for anti-racism, and adoption of Restorative Practices to repair harm between students and colleagues and forge a new idea of what “discipline” means in a school. This work is essential to serving 270 students hailing from 27 states and territories and nearly 20 countries. Uniquely diverse, nearly half of Walnut Hill’s student body is represented by students of color, and approximately 50 percent of students identify as LGBTQIA+. The school celebrates individuality, embraces differences, promotes excellence, and fosters a highly inclusive and supportive culture.

## Position Description

Reporting to the Head of School, the Director of Enrollment Management is responsible for managing all aspects of student recruitment, enrollment, retention, and financial aid. The Director instills a sense of team responsibility, personal leadership, and ultimately improves both student enrollment and net tuition revenue rates. The Director oversees all aspects of the enrollment process, including strategies for retaining current students and recruiting new students. The Director manages an office that includes, three Assistant Directors of Admission, and the Admission Office Assistant. This is a full-time, 12-month, position on the Senior Leadership Team.

All Walnut Hill faculty/staff are active and engaged members of the school community who are committed to collaborating and growing in their field, participating in school events and supporting students in their arts, supporting other faculty/staff members, and who have the ability to self-reflect on their own practice.



## Location

Located in Natick, Massachusetts, a vibrant suburb of Boston, Walnut Hill School for the Arts enjoys the best of both worlds. Only 17 miles west of Boston, Natick is a lovely suburban town with arts roots and a rich athletic tradition. The Massachusetts Cultural Council named the town center a Cultural District, and Miles 8 through 12 of the world class Boston Marathon have runners run annually through Natick on [Patriots' Day](#). Boston and its breadth of educational and cultural resources is easily accessible by car or by a 30-minute commuter train ride in to the city.

Whether enjoying a meal at a local Korean hotpot restaurant, shopping at the nearby Natick Mall - the largest shopping complex in New England, participating in the Boston Book Festival, biking or running on the Cochituate Rail Trail or attending a performance at Boston's Symphony Hall, the location offers a robust array of social, culinary, and artistic opportunities.

## About the Head of School

Eric Barber was named Walnut Hill School for the Arts' 13th Head of School in July 2022. He brings over two decades of independent school leadership experience where he is known for his creative and strategic mindset, his holistic, student-centered learning and teaching philosophy; his experience supporting the health and wellbeing of all community members; and actively reaching outside the school community to improve access and equity.

Eric previously served as Director of Enrollment Management at Crossroads School, an urban, nationally recognized, K-12-day school of 1,200 students in Los Angeles, where he was integral to discussions regarding the school's strategic, financial, and future planning. Prior to his time in LA, Eric worked in the Pacific Northwest serving in senior admissions roles at two other independent schools. As an accomplished saxophonist, Eric brings the perspective of being a current working artist. He has continued to perform as a musician, recording and performing in Boston and New York City.

Eric holds a BA in Music from the University of Oregon and an MFA in Jazz and African-American Music from California Institute of the Arts.

## Key Responsibilities

- In coordination with the Head of School, design, implement, and evaluate all aspects of a strategic, comprehensive, enrollment program with the goal of maintaining a capacity enrollment of qualified students that meet or exceed net tuition revenue goals, and a waitlist of qualified applicants;
- Ensure outstanding customer experiences for current and prospective students and parents through high-touch handling of inquiries and applications through communicating final admission decisions;
- Maintain and build close and productive relationships with feeder schools, educational consultants, and other referral sources in target markets; create relationships in new markets;
- Organize and administer the financial aid program in cooperation with a contracted financial aid consultant for new and returning students;
- Provide accurate and insightful weekly, monthly, and annual reporting and analysis of statistics and quantitative metrics;
- Work collaboratively on enrollment management and forecasting plans with the Head of School, Chief Financial Officer and Board of Trustees;
- Effectively present and embody the school and its value proposition through outstanding public speaking and formal presentation skills, one-on-one communication skills, informal interpersonal interactions, and written communication ability;
- Speak authentically about the imperative for diversity, equity, and inclusion in schools; be committed to learning about and practicing anti-racist work; recognize how your identity impacts your leadership;
- Travel extensively both domestically and internationally to build productive relationships, and coordinate admission staff travel;
- Manage departmental budget and allocate resources with strategic awareness and professionalism. Other duties as assigned.



## Qualifications and Personal Attributes

- Bachelor's degree or equivalent experience required;
- 5+ years' experience in Admissions, Enrollment, Financial Aid, or related field;
- Demonstrated leadership capabilities and experience managing a team;
- Strong experience in building strategy using market and constituent data;
- A keen understanding of or ability to learn quickly strategic best practices of international student recruitment;
- Possess excellent customer service skills and ability to work with a wide range of constituents;
- Experience with, or interest in, working with international students and families;
- Capable of effectively responding to the needs of a diverse and engaged current and prospective student and parent population;
- Actively support the School community in building awareness and education in developing equity at systemic levels throughout school operations, policies, and programs; demonstrated commitment to fostering an inclusive community;
- Possess cultural competence in working with diverse populations and commitment to learning about and practicing anti-racist work;
- Ability to work independently and effectively in a changing, fast-paced environment;
- Ability to create and maintain budgets and reports; possess effective organization and planning skills;
- A spirit of creative problem solving and enthusiasm to work in a world of artistic possibilities;
- Possess excellent and effective written and oral communication skills;
- Strong computer skills and demonstrated proficiency with Google applications and Microsoft Office Suite;
- Share an educational and artistic vision that aligns with the core principles of Walnut Hill;
- Strong collaboration and team-oriented working and leadership skills along with the ability to balance a pursuit of academic, artistic, and institutional excellence with compassion and nurture for each individual.

## To Apply

Walnut Hill School for the Arts has retained Carney, Sandoe & Associates / The Baker Group to assist in the recruitment of the Director 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 resumé 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:

### Christine Baker

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

[chris.baker@carneysandoe.com](mailto:chris.baker@carneysandoe.com)

### Charlotte Brownlee

Consultant, Carney, Sandoe & Associates

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

*The full-time equivalent salary range for this position is \$125,000-150,000 and may include on-campus housing with residential duties. The starting salary is based upon, but not limited to several factors that include years of experience, education level, and expertise.*

