



Trevor Day School
Director of Enrollment Management &
Director of Middle and Upper School Admission (or)
Director of Lower School Admission
(two positions)
for July 2022
New York, New York

Trevor Day School educates college-bound students to achieve academic and personal excellence in an inquiry-driven, idea-rich community. Trevor celebrates diversity of thought, experiences, and culture; promotes compassion, collaboration, courage, and creativity; and develops in children a recognition of their own unique potential as lifelong learners and leaders who act as responsible global citizens in our world. (Mission Statement)

Trevor Day School (www.trevor.org) is a Nursery through grade 12 coeducational, independent school in Manhattan serving approximately 740 students. Trevor was founded in 1930 as a nursery and Kindergarten program known as The Day School of the Church of the Heavenly Rest. In 1960, the Board voted to expand the school through Grade 8, and in 1969 The Day School became fully independent of the Church. In 1991, the school expanded to its present size, PreK-12, with the acquisition of the Walden Lincoln School. The Day School was renamed Trevor Day School in 1997, in honor of Paul W. H. Trevor, a long serving Board President.

The Trevor Day School facilities include state of the art educational facilities (two buildings): The Lower School (PreK- Grade 5) is housed in newly renovated facilities at 88th Street and Central Park West and a state-of-the-art green building at 95th Street, between First and Second Avenues.

Trevor is currently seeking two admission professionals: a Director of Lower School Admission for PK-Grade 5 and a Director of Middle and Upper School Admission for Grades 6-12. One of these individuals will additionally serve as the Director of Enrollment Management, overseeing the school's overall strategy for enrollment and retention. The Director of Enrollment Management will be expected to anticipate, track, manage and report on internally, challenges and trends in the market. The successful candidate will manage the admissions team, report to the Head of School and partner with colleagues on a strong school leadership team. Please know that both of these openings arise for positive reasons.

This is a great time to join the Trevor Day School community. Trevor is notable for strong collegiality and a community that values kindness. Parents chose the school for its engaging, dynamic educational program but also for its "down-to-earth" culture that defies the stereotype of Manhattan independent schools. Trevor actively seeks to be a community that embraces diversity, inclusion, and equity.

Like most independent schools today, Trevor is highly dependent on reaching its yearly enrollment goals, with over 90% of the operating budget accounted for by tuition. Trevor prides itself on providing a mission-consistent admissions process for all applicant families, and survey results from visiting and/or applying families consistently indicate that Trevor achieves its goal of an admissions process that is warm, personal, professional, and uniformly positive. Trevor's policies are guided by the school's mission as well as the Principles of Good Practice for Admissions noted by the National Association of Independent Schools (NAIS), New York State Association of Independent Schools (NYSAIS) and Independent School Admissions Association of Greater New York (ISAAGNY). Trevor adheres to the shared decision notification dates set by ISAAGNY.

Trevor achieves strong student retention year to year. Formal applications are made online through the Ravenna Admit Portal. Currently Trevor's financial assistance budget stands at just over \$7mm. 25% of students receive

some level of financial aid, all of which is need-based. Trevor utilizes Tuition Aid Data Services (TADS) in support of its financial assistance program. Both Directors will serve on the Financial Aid Committee.

These Directors will join a strong admission team and a well-organized, highly functioning admission office that has built strong, collegial and supportive relationships throughout the school community. The Director of Enrollment Management will benefit from the expertise and partnership of the Director of Marketing and Communications.

The successful candidates will be individuals who will enthusiastically embrace Trevor's mission, culture, and community, serving as compelling ambassadors. The school's leadership is very open to its next Director of Enrollment Management serving as either Director of Lower School Admission or Director of Middle and Upper School Admission, dependent on experience and interest. It is expected that the Director of Enrollment Management will possess the expertise and skills to oversee a team, a program, and strategy, and partner well with other senior leaders. The successful candidate for this role will:

- Be an experienced admissions professional with strong management and leadership skills
- Lead, inspire, and partner well with others in support of achieving enrollment goals
- Be adept at both the art and science of admissions—connecting authentically with people and utilizing data effectively to inform admissions activity
- Be fluent with financial and demographic analysis and statistics, and ideally possess experience in managing financial aid processes
- Possess creativity and vision, as well as the ability to "think outside the box" in assessing future admissions trends and opportunities

Each of the successful candidates for Director of Lower School Admission and Director of Middle and Upper School Admission will:

- Demonstrate a commitment to expanding and championing diversity, equity, and inclusion in a school community
- Possess enviable communication skills
- Be highly organized, detail-oriented, and calm multi-tasker
- Demonstrate authentic people skills, resiliency, and a sense of humor
- Ideally have experience in independent schools and an understanding of the unique New York City market.

For Consideration

Please send electronically: Resume and a Letter of Interest, indicating for which role you are applying, to:

Jane Armstrong
Independent Thinking
Jane@independent-thinking.com
617-332-3131

All inquiries will be treated confidentially and review of candidate files will begin immediately.

Trevor Day School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We celebrate diversity and are committed to creating an inclusive environment for all employees.