

LEADERSHIP OPPORTUNITY | CHICAGO, IL



Parker

DIRECTOR OF ENROLLMENT AND FINANCIAL ASSISTANCE

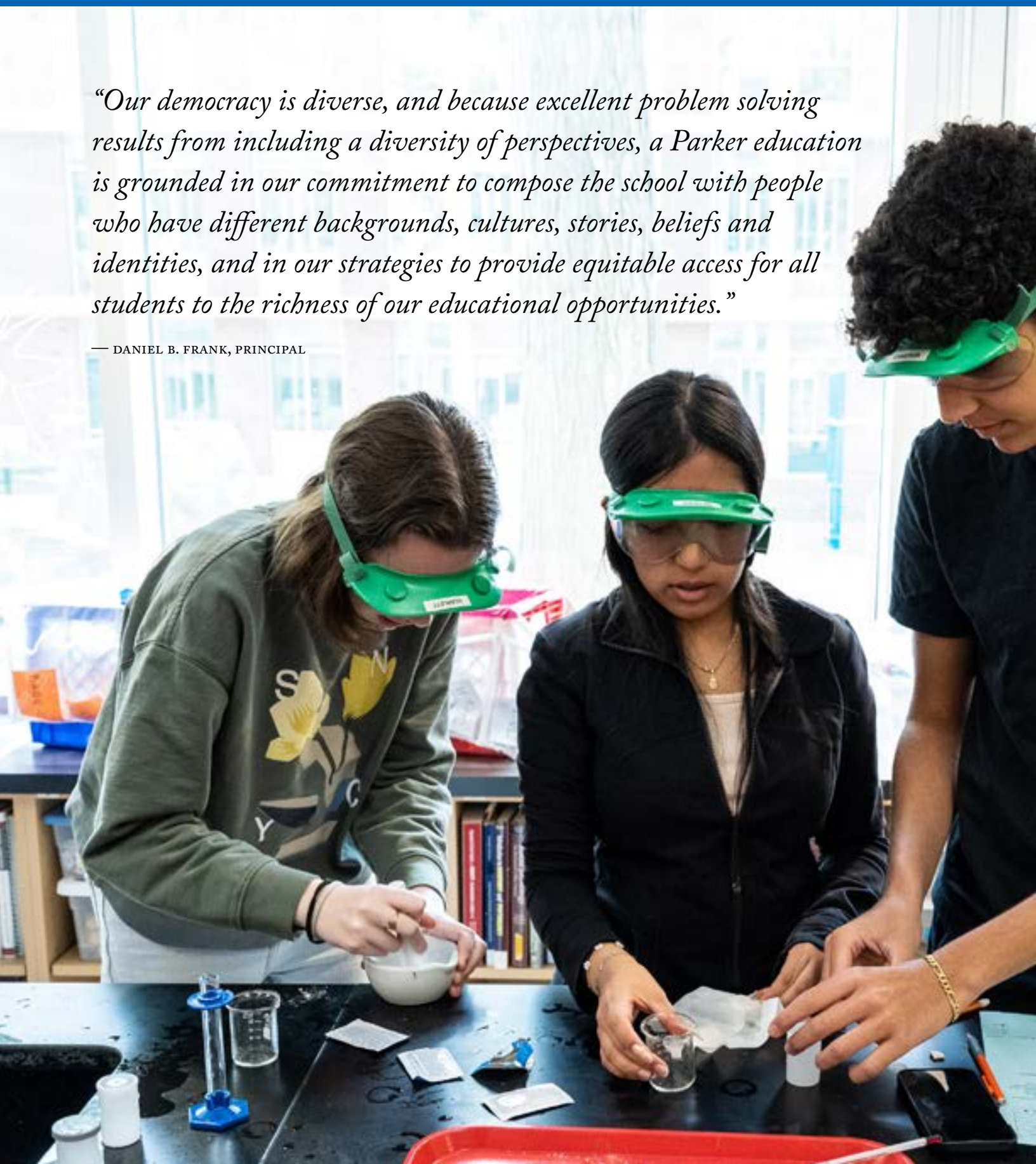




Parker

“Our democracy is diverse, and because excellent problem solving results from including a diversity of perspectives, a Parker education is grounded in our commitment to compose the school with people who have different backgrounds, cultures, stories, beliefs and identities, and in our strategies to provide equitable access for all students to the richness of our educational opportunities.”

— DANIEL B. FRANK, PRINCIPAL



LEADERSHIP OPPORTUNITY

Francis W. Parker School, a renowned institution of Progressive education in Chicago, IL, is seeking an innovative, collaborative, and strategic relationship-builder to join them as the new Director of Enrollment and Financial Assistance.

Founded in 1901, Parker has since provided an exceptional, thoughtful, and transformative learning environment for their students. Their progressive educational mission is more relevant today than ever. Their founding principles are rooted in teaching the skills necessary for civic engagement, civil discourse, and speaking up for social justice. Collaboration, creativity, and critical thinking propel Parker students to lead lives of purpose and foster a connection to the wider world. With 942 students in Junior Kindergarten (Pre-K) through 12th grade, Parker is a second home for students, faculty, staff, and families where they can truly embody what it means to be a community. And as Parker looks to grow that community over the next decade by expanding enrollment, the values of equity of access, diversity, inclusivity within the student body, and affordability of education via a transformative financial assistance fund will be central to the work.

Reporting to the Principal, the Director of Enrollment and Financial Assistance will be the primary figure guiding Parker's strategic and on-the-ground enrollment efforts. Focused on long-range planning as well as day-to-day outreach and recruitment, the Director will lead a team of five* with strategies and tactics that drive engagement, interest, applications, and yield within *all* communities, but with a special focus on diverse communities with traditionally underrepresented populations. Parker believes strongly in its [Mission and Values](#), and all community members are asked to consistently affirm that their work and their actions are holding to those principles. So, too, will the Director be asked through their work to respectfully interact with others; nurture authenticity and trust; honor the dignity of every human being; learn from each other; remain open to new questions, perspectives, and information; be responsible and accountable; and connect character with citizenship.

* Direct reports: Admission Coordinator, Associate Director of Admission for Grades 6–12, Assistant Director of Admission for Grades JK–5, Assistant Director of Admission for Outreach and Recruitment, Assistant Director of Enrollment and Financial Assistance





Parker



In partnership with the Principal and the Administrative Team, the Director of Enrollment and Financial Assistance is a 12-month, full-time position.

Serving as the Team Leader for the Admission Office, this position manages planning, communications, and operations of the Office, including Parker's \$5.6 million Financial Assistance Program. The Director manages enrollment, ensures the school meets enrollment targets, appropriately allocates financial assistance funds, synthesizes information, and acts on behalf of the Admission and Financial Assistance

Office as the primary liaison to the administration, Board, parent/guardian, faculty, staff, and applicant constituencies of the School.

The Director will have high emotional intelligence; strong executive functioning skills; excellent facility with data; keen interest in and support of the principles of diversity, equity, inclusion, and belonging; and gifted abilities with relationship building across a wide range of communities. Parker is in an enviable position in the Chicago market and enjoys strong admission interest year over year, and they are looking for a Director who will actively and passionately strive to improve process and procedure; data collection, analytics, and reporting; outreach and engagement efforts outside of the immediate campus vicinity; and the incorporation of DEIB principles into the work of the Office.

THE POSITION

STRATEGIC PRIORITIES

- Outreach and recruitment in neighborhoods and communities in and around the city of Chicago with an eye toward growing applications and enrollment from traditionally underserved communities.
- Conduct review of the admission and financial assistance process, recommending and implementing changes where necessary for improved operations and outcomes.
- Implement a data collection, analysis, and sharing process for key constituencies, including the Principal, Administrative Team, and the Board.
- Partner closely with the Director of DEIB on strategic outreach, communication, and enrollment planning on a multi-year time horizon.
- Increase access and affordability for students seeking a Parker education.
- In partnership with the Director of Communications, develop a consistent, cohesive, and compelling marketing strategy to propel Parker into the future with even stronger and more diverse enrollment interest. Ensure that all Parker admission partners (all Parker employees, parent/guardian volunteers, ambassadors) are consistent in their messaging and are armed with key talking points and stories about the School.
- Partner regularly and transparently with Division Heads, faculty, and staff on the admission process.
- Build relationships within the community and plan to partner with key constituencies (the Board, current parents/guardians, faculty, staff, etc.) on outreach efforts.
- Direct and supervise all personnel in the Admission and Financial Assistance Office.
- Organize, oversee and manage the Admission and Financial Assistance Office workflow, project allocation and accountability processes of the team members.
- Regularly consult with the Principal and provide information and analysis related to enrollment, admission and financial assistance as necessary.
- Evaluate current procedures for enrollment, admission and financial aid functions for uniformity and consistency.
- Participate in the Administrative Team; Admission, Strategic Planning and Marketing Communications Advisory Committee meetings.
- Propose and initiate team building activities, encourage collaboration and help achieve and maintain high morale in the Admission and Financial Assistance Office.
- Initiate the development, adoption and execution of a strategic plan for the Enrollment, Admission and Financial Assistance Office.
- Develop and implement strategies to improve internal marketing, with the goal of leveraging and optimizing community support of enrollment and admission initiatives.
- Work in tandem with the Director of Communications on marketing strategy and direction.
- Assess and strategically manage faculty, staff, student and volunteer participation in Admission Office activities.
- Participate in and enhance Marketing Communications Advisory Committee and ad hoc committee goals, objectives and processes.
- Annually manage financial assistance applications, assessments and enrollment.
- Coordinate and prepare financial assistance recommendations in collaboration with the

ESSENTIAL FUNCTIONS

- Craft and implement efficiencies and strategies intended to unify and systematize information, data, communications, planning and events for admission from grades JK–12.
- Coordinate and prepare financial assistance recommendations in collaboration with the



Assistant Director of Enrollment and FA for the FA committee.

- Maintain annual financial assistance reporting to be shared with the Administration, the Board of Trustees and others.
- Manage enrollment in the Faculty and Staff Tuition Remission Program.
- Participate as an active member of the Lower, Middle and Upper School Admission Committees and Financial Assistance Committee.
- Work in concert with the other Administrators, including the CFO, Director of DEIB, and others to develop and oversee the Admission and Financial Assistance Office budget.
- Engage in school-related activities.
- Attend conferences, seminars, and other professional development opportunities related to enrollment, admission and financial assistance.
- Maintain the utmost confidentiality and discretion in all matters relating to the Admission and Financial Assistance Office.
- Other duties as assigned.

QUALITIES AND ATTRIBUTES

- Detail-oriented with highly effective communication skills and exceptional interpersonal and diplomatic skills.
- The ability to work well under deadline pressure.
- The ability to effectively manage multiple individuals, projects and constituency relationships simultaneously.
- A thought partner, innovative and strategic thinker, and problem-solver who can connect dots, anticipate issues, and take action.
- Collaborative, flexible, transparent, warm and approachable.
- Skilled relationship-builder who can forge strong partnerships with the Administrative

THE POSITION

Team, faculty, staff, Board, students, and parents/guardians, as well as develop new partnerships and alliances outside of the Parker community.

- Outstanding cultural competency and facility with connecting to diverse people and communities.
- High integrity and ability to earn trust.
- Strong interest in getting involved in the School community..
- Experience in equity and inclusion work.
- A skilled and charismatic public speaker.
- Ability to say no with integrity and respect while staying firm.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree required.
- Master's degree in related field or enrollment management credentials preferred.
- Minimum of 10 years of enrollment management experience in independent school setting.
- Strong interest in education and furthering the mission of Francis W. Parker School.
- Experience with databases and generating statistical reports.
- Knowledge of Google Suite, Microsoft Office, Ravenna, FACTS, Blackbaud, and other programs.





Parker



THE SCHOOL

THE SCHOOL

Founded in 1901, Parker is a coeducational day school serving 942 students in four divisions from Junior Kindergarten through Twelfth Grade. Parker draws students from across Chicago, bringing all grades together into a dynamic community of learners. Parker's progressive education is one of knowledge and individuality, of personal awareness and strength. It provides a solid foundation that empowers students to follow every path and explore every angle.

THE PROGRAM

A Parker Learner is intellectually curious, invested in learning, culturally confident and enthusiastic about being a positive community member and engaged citizen. In the classroom and outside it, the learning is ever-evolving. Students work with teachers to create experiences that play to their natural abilities and interests with the greatest impact, while challenging them to discover and develop new passions and strengths. Parker's courses and curriculum are grounded in the dynamic tradition of progressive education. From there, Parker layers its uniquely interactive, educational program to create an environment that is enriching in ways that are anything but typical.

Lower School (Junior Kindergarten–3rd Grade)

Lower School students are eager, curious, imaginative, driven, enthusiastic and inquisitive. Using these characteristics, teachers develop curriculum and activities that interest the students and support multiple ways to learn and develop lifelong habits. Students' bodies need to move as they grow; therefore, Parker builds outdoor play, exploration and recess into the curriculum for their youngest children. Within the curriculum and through the facilitation of their teachers, students construct meaning and develop skills through hands-on exploration, integrated learning, practice, relationship building, self-reflection and the love of learning.

Intermediate School (Grades 4 and 5)

Intermediate School students are earnest, available for learning, eager to connect with teachers and classmates, and excited by new ideas and opportunities to demonstrate independence. Intermediate School teachers create situations, intentionally, for their students to engage safely in activities that challenge them to practice these skills, followed by reflection, feedback, and renewed efforts. At this stage, an integrated approach—with life beyond academics providing frequent opportunities to apply what has been learned intellectually—is crucial to promoting maturity and growth, to empowering every child to reach their full potential. As such, during this stage, the socioemotional and intellectual needs of students are equal in importance and, at times, even indistinguishable.

Middle School

In sustaining a Middle School program that honors and celebrates the stage of human development called early adolescence, Parker strives to model and curate spaces for developing empathy and identity, with countless opportunities for students to grow intellectually, personally, and socially. Parker's Middle School faculty and staff offer all children the sense of safety and belonging they need to be themselves and engage in a process of self-discovery. An Advisory program provides students with an adult mentor at school who helps them make sound decisions, set priorities, and size-up challenges. Parker's Middle Schoolers also lead full lives beyond the classroom, engaging in community service, athletics and myriad club activities that lead to the discovery of new fields, talents, friendships, mentors, contexts, issues, and identities. Parker does everything with their Middle School students with thoughtfulness and intention, designed and facilitated by educators who possess expertise in early adolescence and find joy in working with this unique age group.



MISSION AND VALUES

Mission

Francis W. Parker School educates students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse democratic society and global community.

Vision and Values

Relationships and Community

We treasure the respectful ways students, teachers, staff, parents and alumni come to know one another through their work and studies, empowering each individual and our community with hope and possibility. We understand how history, culture and society shape our individual and shared experiences, and we appreciate how our unique identities develop through our relationships with others, our own inner lives, our surroundings and the world of ideas. Our school nurtures authenticity and trust as we inspire each student to be a creative citizen, capable and dedicated to upholding Parker's mission.

Inclusivity and Dignity

We are deliberately composed of a diverse group of

people committed to equity and inclusion throughout the school. We create learning experiences through curriculum and pedagogy that resonate with the many different identities that our community comprises, making us effective citizens who honor the dignity of every human being. We are an intimate and expansive school that affirms the ways students can flourish when they feel known, appreciated and supported by equitable access to the fullness of a Parker education. Our school thrives when we each can acquire and contribute to the creation of new knowledge and skills; explore our imaginations and different perspectives; share who we are becoming; and expect to be treated with respect and kindness when expressing our own ideas, popular or not, while also learning to confront behaviors that oppress, exclude or demean the humanity of others.

Engagement and Creativity

We pursue educational excellence by cultivating creative problem-solving through vigorous effort so all can experience joy in learning and come to understand how individual and collective labor can improve society. We grow in intellectual, emotional, physical, aesthetic and moral life through our attuned approaches to responsive teaching and mentoring.



THE SCHOOL

We learn from one another as we participate fully in spirited, rigorous, reflective and ethical engagement in all areas of study and activity, curricular and extracurricular. We seek purpose, meaning and impact through the content and methods that inform our learning and teaching. Our academic and artistic standards for interdisciplinary inquiry flow from classroom learning to life throughout the school and beyond.

Openness and Growth

We believe growth in understanding, ability and confidence occur when we are open to new questions, perspectives and information; when we act with respect, civility and curiosity as we make reasoned judgments; when we speak in our own voices; and when we listen attentively to the voices of others. We know that our ability to think for ourselves expands when we engage in healthy, nuanced discussion and persevere with integrity when complexity, uncertainty and ambiguity challenge us. Our educational vision leads us to create transformational opportunities to stretch beyond current achievements and points of view, opening us to learn from both our successes and our failures through attentive reflection and open conversation.

Responsibility and Collaboration

We hold that a Parker education is a privilege that carries responsibility and accountability. We call on all to participate with self-discipline, independence of mind and a collaborative spirit in keeping with the mission, values and vision of our school. We expect each of us to come prepared to learn and support Parker's progressive approach to education, human development and community life. Our purpose is to inspire all to apply their skills, thoughts and values to make our school and the world more just, beautiful and interesting.

Character and Citizenship

The people of Francis W. Parker School encourage one another to exercise personal and civic power by connecting reflection with action, research with creativity, wisdom with innovation, deeds with consequences and character with citizenship. In these ways, Parker stands as a progressive school, dedicated to the growth and development of the whole person in relation to the growth and development of the whole school community, on behalf of our democratic society and the wider world.





DIVERSITY STATEMENT

Francis W. Parker School strives to uphold its mission to educate for character and citizenship by recognizing and respecting all members of the community in all areas of school life. Founded on the belief that diversity enriches learning and that a diverse community benefits everyone, the school is deliberately composed of a diverse group of people so that we may learn how to honor the dignity and experience of every human being.

Parker strives to create a safe and inclusive environment where students learn to have courageous conversations about differences in experiences, opinions, ideas, interests and identities that shape humanity. Parker also aims to cultivate a school community that teaches with sensitivity about differences including, but not limited to, race, sex, ethnicity, socioeconomic status, sexual orientation, political and social values, culture, gender identity, religion, physical ability and learning style.

At Francis W. Parker School, we believe, as part of a global world, we must teach students about diversity to strengthen their capacity to relate to one another so they may learn to treat others with respect and kindness and challenge behaviors that oppress, exclude or demean the humanity of others.

Parker's commitment to diversity informs its approach to admissions and hiring; its support of financial assistance to families of varying socioeconomic means; and its belief in the importance of developing the school's curriculum, community and culture in ways that connect our students' experiences with our broader society and with the wider world.

To learn more about the diversity, equity, inclusion, and belonging work that Parker is doing, click [here](#).



Upper School

The Upper School at Parker offers a supportive and intellectually challenging learning environment for its students. Parker guides them to learn about themselves as members of their community, as individuals, and in the context of their roles in the world while they are at Parker. At Parker, progressive education values diverse perspectives in their multicultural community by making connections between the curricula and the world. The academic program provides students with a foundation for them to further develop their critical and analytical thinking while cultivating their voices. As each student's educational journey is unique, Upper School students have the opportunity to create a personalized learning experience by taking elective courses and creating independent studies. Parker's approach provides students with numerous electives and civic engagement programming that brings the "outside in and the inside out" to challenge students to become active citizens in the world.

THE SCHOOL



CAMPUS & GEOGRAPHY

Parker is located on a six-acre urban campus on the North Side of Chicago in the beautiful and historic Lincoln Park neighborhood. It is a light-filled, state-of-the-art facility with a private athletic field, three fully equipped gymnasias and a Fitness Center, 1,100-seat auditorium, arts and music wings, robotics studio, science wing with laboratories, and more. Although Parker is located in the midst of this dynamic, multicultural, and vibrant city, there is plenty of nature at your fingertips with Lincoln Park, the shores of Lake Michigan, the Lincoln Park Zoo, the Lincoln Park Conservatory, the Alfred Caldwell Lily Pool, and much more. To learn more about Chicago, click [here](#).

AT A GLANCE

942

Enrollment

6-acre

urban campus

46%

Students who identify as students of color

African American, 9.1%

Asian American, 9.8%

Pacific Islander, 0.1%

Latino/Hispanic American, 7.6%

Middle Eastern American, 2.1%

Multiracial American, 17.2%

Native American, 0.2%

260+

Number of faculty/staff

39%

Faculty/staff who identify as a person of color

African American, 15.8%

Asian American, 7.7%

Pacific Islander, 0.4%

Latino/Hispanic American, 9.4%

Middle Eastern American, 0.9%

Multiracial American, 4.3%

Native American, 0.4%

86%

Faculty with advanced degrees

6:1

Average Student:Teacher Ratio

\$5.6+ million

Tuition support allocated annually

25%

Students receiving tuition support

\$30k

Average assistance package

PROCEDURE TO APPLY

Francis W. Parker School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, veteran status, gender, gender identification, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law.

The faculty, staff, and administration of Francis W. Parker School are integral parts of the School's community. Through their passion, dedication and commitment to the School's mission, they create and support an environment where exceptional child-centered learning can occur. Francis W. Parker School is committed to cultivating a community of dedicated students, parents/guardians, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.

Interested candidates should submit via https://bit.ly/Parker_Director_Enrollment_FinAssistance the following materials confidentially in one, single PDF file:

- A cover letter indicating the candidate's particular interest in and qualifications for the position
- A current résumé
- A statement of educational philosophy
- The names, addresses, and telephone numbers of three references, including at least one recent supervisor. References should speak to the applicant's ability to be an effective educator and administrator, to work successfully with children, and to work collaboratively and collegially with adults (references will be contacted only with the candidate's permission).

The salary range for this position is \$150,000–180,000.

Please address any questions by email to julie@strategenius.org or by phone at 415-881-7105.



SEARCH CALENDAR

December 1, 2023

Applications Due

December 12–14, 2023

Semifinalist Interviews

January 5–12, 2024

Finalist Interviews

February 2024

Announcement

July 1, 2024

Start Date

