



Bridgton Academy

The Year that Makes the Difference

📍 North Bridgton, Maine



**Director of Recruiting and Enrollment
Management | Opportunity Statement**

Start Date: June 1, 2024



Bridgton Academy Overview

Bridgton Academy stands at the forefront of postgraduate education, distinguished as the nation's premier program dedicated exclusively to the enrichment and advancement of young men during the pivotal year between high school and college. Bridgton prides itself on a comprehensive approach to development that encompasses rigorous college-preparatory academics, NCAA-level athletic development, and a deliberate residential life experience.

For over two centuries, since its establishment in 1808, Bridgton Academy has been instrumental in transforming the lives of countless young men. The Academy's enduring reputation as "the year that makes THE difference" is a testament to its profound impact on shaping the trajectories of its students.

Located in the Lakes and Mountains region of Western Maine, the Academy offers students and staff an unparalleled setting to learn, grow, and thrive. The idyllic surroundings, combined with state-of-the-art campus facilities, provide a conducive environment for academic pursuits and personal development, making Bridgton Academy a place of learning and a community where lasting bonds are formed, and futures are forged.

Position Summary

The Director of Recruiting and Enrollment Management plays a pivotal role within the educational landscape and is positioned at the heart of shaping the future of Bridgton Academy. Tasked with steering the Academy toward its enrollment goals, the Director is a member of the senior administrative team and a visionary leader. The ideal candidate possesses the responsibility of crafting strategies that open new avenues for admissions, ensuring Bridgton thrives through thoughtful recruitment and comprehensive enrollment management. Through their dedication and expertise, the Director of Recruiting & Enrollment Management is instrumental in forging paths that lead to immediate successes and sustained growth, securing Bridgton's legacy as "The Year That Makes THE Difference."

Bridgton Academy welcomes candidates who bring a fresh perspective to enrollment management, regardless of their experience in independent school admissions. The Director position calls for a creative problem solver who stands out as a thought leader, ready to innovate and guide the admissions process with insight and strategy.



Essential Functions

Reporting to the Head of School:

- Develop and implement a strategic enrollment plan to differentiate the School's unique brand, while enhancing recruitment, retention, revenue generation, and constituent relations.
- Articulate the enrollment plan's goals, strategies, and tactics to the wider internal and external community.
- Provide strong leadership for the enrollment management team (admissions team and head coaches) through support, accountability, professional development, and fiscal administration.
- Lead all admissions functions which include providing an authentic and individualized campus visit program, coordinating all aspects of the enrollment process with prospective families, and ensuring a highly personalized experience to further drive successful recruitment efforts.
- Spearhead all admission-related events, both onsite, virtual, and offsite as part of overall recruitment efforts.
- Further develop the Academy's presence and position by building successful relationships with educational consultants, guidance counselors, and coaches in strategic market centers.
- Manage and oversee the school's annual financial aid budget, and execute the deployment of the school's financial aid resources in collaboration with the Head of School and CFO.
- Oversee collection, maintenance, and analysis of admission related data including inquiries, tours, applications, yield, and retention rates. Compile and disseminate data for institutional benchmarking purposes, make data-informed decisions, and report on longitudinal enrollment and financial aid trends.
- Advise the Head of School and the Board of Trustees on market trends to support programmatic development and choices to support enrollment goals.
- Participate in developing and implementing a productive and impactful enrollment marketing strategy across a variety of platforms.
- Articulate the school's unique mission and opportunities and represent the Academy at various regional, state, and national associations, when appropriate.

5:1

STUDENT/FACULTY
RATIO

12

COLLEGE CREDIT
COURSES

UNLIMITED

SKIING AND GOLF FOR
ALL STUDENTS

7

FULL-YEAR ATHLETIC
PROGRAMS

1808

FOUNDED IN 1808

LONG LAKE

LONG LAKE ACCESS



Additional Duties

The Domestic Boarding Admissions Director:

- Periodically travels for events and programs; some weekend or evening travel and/or work is required.
- Perform other duties assigned by the Head of School in order to achieve and accomplish the school's missions and objectives.



Qualifications and Attributes

- Bachelor's degree from a four-year college or university.
- Three to five years of related experience in the essential functions of the role listed above. *Including but not limited to: college/university/independent school admissions, financial aid, athletics, and/or marketing and sales experience.*
- Must have excellent interpersonal and customer service skills and be comfortable interacting with students, parents, colleagues, high school and college coaches, and all constituencies.
- Flexibility and the ability to multitask with confidence to try new approaches.
- Ability to demonstrate initiative, leadership, collaboration, and independent thinking.
- Knowledge or willingness to master revenue-based enrollment management.
- Must be adept at designing and implementing data-driven strategies.
- Experience as a student-athlete in high school or a college level program is not required, but beneficial.

Salary and Benefits

Competitive salary commensurate with experience. Bridgton Academy offers a robust, competitive benefits package including medical, dental, vision, short- and long-term disability, life insurance, generous paid time off policy, and a retirement plan with company match. There is a possibility of on-campus housing.

How to Apply

Bridgton Academy has engaged Dovetailed to lead this search on behalf of the school. To be considered, please submit a cover letter (addressed to Katherine Hallee, HR Administrator), resume, and a list of at least three professional references with contact information, consolidated as a single PDF document to Zack Lehman, President of Dovetailed, at zack@dovetailedsourcing.com. Please refrain from contacting the school. Applications will be reviewed until the position is filled.

Bridgton Academy is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by law.





Our Mission

To provide a program for young men in a unique, one-year postgraduate environment to prepare for the competitive rigors of college and beyond.

Our Vision

Maximize the potential of every student who walks through our doors.

Our Core Values

- Curiosity
- Community
- Sportsmanship
- Accountability
- Excellence

What We Are

The year that makes the difference.

The nation's only postgraduate program focused exclusively on advocating for, advancing and preparing young men for the rest of their lives.

By being all in.

BRIDGTON ACADEMY IS ALL IN ON:

YOUNG MEN

Purposefully tailored to give young men, during the year between high school and college, an opportunity to improve and to better themselves for college and beyond.

ONE YEAR

A postgraduate year by design—not another year of high school. Academics, athletics, and student life are deliberately and strategically designed for this life stage of the students: it's college before college.

WHOLE-PERSON SUCCESS

Students are set up for success and we are there to support them. We genuinely care about each student and their future, and we are committed to empowering them to realize their full potential and achieve their goals.

MAINE LIFE

Located in the town of Bridgton, Maine, students are surrounded by mountains and lakes, and have access to a range of activities. Athletic facilities are available to student-athletes on and off season.

BRIDGTON STUDENTS ARE ALL IN ON:

*Self
Discovery*

*Empowered
Ownership*

*Responsible
Independence*

*Achieving
Goals*

*Accountability
to Self & Team*



11 Academy Lane
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