



DIRECTOR OF ADMISSIONS

Columbia Grammar and Preparatory School

New York, NY

Founded in 1764, Columbia Grammar and Preparatory School (CGPS) is one of the nation's oldest private schools and the largest independent school in Manhattan. CGPS offers a rigorous and comprehensive college preparatory education to nearly 1,300 students in Pre-Kindergarten through Grade 12.

Suited to an academically diverse group of students — ranging from the highest achievers to those needing meaningful learning support — CGPS provides a balanced, caring educational experience. Rigorous yet relaxed, CGPS seeks to inspire students in an atmosphere that is intentionally cooperative rather than intensely competitive.

Promoting intellectual growth while instilling in students a love of learning, CGPS nurtures individuals' academic and non-academic passions and strives to imbue in them concern and respect for others. The school seeks to empower its students, sending them into the world beyond CGPS with a solid educational foundation as well as the confidence, optimism, sense of purpose, and energy to achieve and exceed their dreams.

The school boasts an impressive, 12-building campus on Manhattan's Upper West Side that artfully blends new construction with fully-renovated brownstones. CGPS is debt-free and operates under a financially sustainable model that is rarely seen in contemporary independent schools.

Skillfully led since 2017 by Head of School Bill Donohue, CGPS is facing a bright future as it enjoys healthy enrollment and continues to invest in its facilities, programs, and personnel at all grade levels. The school's positive outcomes are testament to its continued strength.

For July 2019, CGPS seeks a poised, passionate admissions expert who will help shape the school's enrollment strategy, serve as a brand ambassador, and ensure CGPS remains competitive in the unique independent school marketplace of New York City.



APPLICATIONS REQUESTED ASAP

Priority deadline: March 5, 2019





COLUMBIA GRAMMAR AND PREPARATORY SCHOOL AT A GLANCE

Mission

Founded in 1764, Columbia Grammar and Preparatory School balances a rigorous comprehensive college preparatory curriculum with healthy social and emotional development. We dedicate ourselves to educating students with diverse talents and backgrounds and offer them opportunities to learn, reflect, and safely express their ideas and creativity. With our parent body, we share a fundamental commitment to high academic achievement and the development of social responsibility.

Philosophy

Columbia Grammar & Preparatory School is committed to a rigorous and comprehensive college preparatory curriculum with a serious emphasis on art, music, and drama. The academic program is structured and balanced within the liberal arts and sciences in order to develop each student's intellectual potential to its fullest. The program includes English, language arts, world language, mathematics, science, current and historical social studies, technology, physical education, and the fine arts. At the same time, the school recognizes its fundamental responsibility to develop good character, standards of conduct, and a sense of social responsibility within the school community. The development of good citizenship in our students is regarded as a crucial and integral part of their education. Our school is strongly committed to coeducation and feels that a relaxed but structured social setting where boys and girls can learn together is the most effective educational environment. The school is also committed to a financial aid program designed to maintain diversity and balance — racial, ethnic, and financial — within our school community.

Columbia Grammar & Preparatory School has a responsibility to our students, to their parents, and society at large to help each child become a well-educated, responsible, caring, and productive person. Cultivating our students' minds, supplying them with a substantial fund of knowledge, and providing them with the basis for making sound ethical judgments remain the foundations of the school's mission and philosophy.

ENROLLMENT AND FINANCIAL AID

ENROLLMENT, PRE-K-12:	1,273
GRAMMAR:	436 (Pre-K-Grade 4)
MIDDLE:	253 (Grades 5-7)
PREPARATORY:	584 (Grades 8-12)

SCHOOL-WIDE STUDENT-TEACHER RATIO: 6 to 1

STUDENTS OF COLOR: 24%

TUITION AND FEES (PK-12): \$48,120 – \$51,540

FINANCIAL AID: \$7.6 million to 15% of student body

PHYSICAL PLANT

LOCATION: Upper West Side of Manhattan (W 93rd St.)

FACILITIES: 12 buildings totaling 215,000 square feet

FACULTY AND STAFF

TOTAL NUMBER OF FULL-TIME EMPLOYEES:	287
TOTAL SCHOOL-WIDE FACULTY:	250
FACULTY WITH ADVANCED DEGREES:	64%
AVERAGE FACULTY TENURE:	16 years

AFFILIATIONS

ACCREDITATION: New York State Board of Regents,
New York State Association of Independent Schools

MEMBER: National Association of Independent Schools,
Independent School Admission Association of
Greater New York

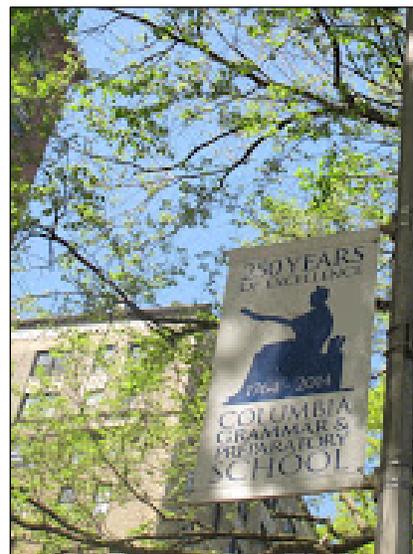
ON THE WEB: www.cgps.org

DEFINING STRENGTHS AND UNIQUE ATTRIBUTES OF CGPS

CGPS emphatically rejects the notion that a commitment to challenging academics requires either a pressure-cooker environment or a student body limited to only the most academically gifted. As such, it occupies a unique position in the New York City independent school marketplace, attracting families seeking a well-rounded and affirming experience that meets the needs of students with diverse talents, aspirations, and personalities.

Parents, faculty, staff, and students describe CGPS as a close-knit community – comfortable, structured, and supportive as it guides students to academic achievement and increasing independence while emphasizing balance and moderation in student workloads. Top academic achievers are well served by the rigorous curriculum, and support is available for those who need it, including a comprehensive Learning Resource Center.

The CGPS Parents Association plays an active role in the life of the school, building community and facilitating communication through a network of Class and Grade Representatives. The Parents Association sponsors numerous events ranging from all-school gatherings to parent discussion groups, community service projects, new-family welcoming activities, and teacher appreciation events. The group enjoys productive working relationships with the administration, including the division directors.



A BRIEF HISTORY

Columbia Grammar School was founded in 1764, just 10 years after the founding of Kings College, which became Columbia College, now part of Columbia University. Originally established as a boys preparatory school for Kings College, Columbia Grammar School functioned for 100 years under the direct auspices of the college. The school became a proprietary institution in 1864 and obtained nonprofit status in 1941. Dr. Richard J. Soghoian was appointed the school's 13th Headmaster in 1981, serving with distinction until his retirement in 2017. (Candidates for this position may wish to read Dr. Soghoian's 2012 book, *Mind the Gap! An Insider's Irreverent Look at Private School Finances and Management*. It clearly articulates CGPS's unique culture and educational philosophy while offering a lively history of the school's remarkable 30-year journey from near insolvency to its current position as one of New York City's top independent schools.)

THE STUDENT BODY

Demand for the CGPS experience is robust. Attrition is very low, with most students who begin in Pre-Kindergarten or Kindergarten staying to complete their high school careers at CGPS. Several new students also join the school each year in ninth grade. As a family-oriented school, CGPS gives admissions preference to siblings as well as alumni and faculty/staff children. Most CGPS students live in New York City, primarily Manhattan, with a few coming from New Jersey, lower Westchester County, or Connecticut. The student population is diverse across many dimensions, including the 24 percent who identify as persons of color. This year, financial aid resources of \$7.6 million are assisting 15 percent of the student body.

CGPS prides itself on welcoming an academically diverse population and preparing all students exceptionally well for college, as evidenced by their strong performance on standardized tests and impressive college placement results. Approximately one-quarter of the senior class each year typically gains admission to an Ivy League school.

For more details regarding the admission process at CGPS, please visit www.cgps.org/admissions/welcome.

THE POSITION: DIRECTOR OF ADMISSIONS

The Director of Admissions reports directly to the Head of School and is a member of the Senior Administrative Team. The Director oversees all aspects of the Admissions process and the School's enrollment, including its \$8 million financial aid budget. S/he will also supervise a small team of associates, who are focused on critical entry points, as well as an established support staff. The appointee will be responsible for the following:

RESPONSIBILITIES

- Developing and implementing a comprehensive admissions strategy across divisions to ensure that smart enrollment goals are set and met.
- Managing all aspects of the admissions process including, applications, interviews, recruiting events, financial aid awards, and formal enrollment.
- Serving as a public face of the school and internal advocate for the admissions office.
- Providing leadership and organization for admissions personnel while promoting a positive work environment and a healthy team dynamic.
- Wisely collecting, analyzing, and sharing data to inform office priorities and strategies.
- Embracing, supporting, and sharing the values and mission of CGPS.
- Working with the school's communications office to ensure consistent delivery of high-quality materials and messages to current and prospective families.
- Working collaboratively with the Senior Administrative Team, including the CFO and division directors, to attract and retain a balanced and competitive student body.
- Ensuring smooth transitions for students and parents across divisions, as well as supporting all new families during their entry to the school community.

PERSONAL QUALITIES AND LEADERSHIP STYLE

- Creative and inspirational, yet able to tend to the details and willing to pitch in for the good of the team.
- A superior communicator who is at ease speaking before a group and able to craft clear, compelling prose.
- Warm, engaging, and friendly; an ambassador who will personify the culture and values of CGPS and make all prospective students and parents feel welcome.
- A collaborative leader who is eager to support – and be supported by – other school offices and departments.



QUALIFICATIONS AND EXPERIENCE

- Five to seven years of admissions experience, preferably including experience leading an admissions and enrollment management team.
- New York City independent school experience and/or effective knowledge of the current New York City admissions landscape.
- Able to lead discussions with trustees and senior administrators regarding enrollment trends and strategies, including how to identify and tap emerging markets.
- Familiarity and experience with attracting and supporting a diverse applicant pool, including working relationships with programs that support academic preparation for students from under-represented backgrounds.
- Demonstrated experience working with families – and their allied directors, counselors, and consultants – from a range of school types.
- A comprehensive understanding of assistance programs and how to deploy financial resources to achieve enrollment goals with maximum efficiency.
- Strong organizational, analytical, and technological skills.



APPLICATION REQUIREMENTS AND SEARCH PROCESS

Acting on behalf of CGPS, Wickenden Associates is actively recruiting accomplished admissions professionals for this appealing leadership opportunity. The lead consultant is Zachary White (zwhite@wickenden.com). He may be reached at (609) 683-1355.

Note: This search is being conducted on a rolling basis. Candidates are encouraged to contact Wickenden Associates as soon as possible to discuss the opportunity and the application process. For priority consideration, materials should be submitted no later than Tuesday, March 5, 2019. Applications will be accepted and evaluated on a rolling basis after that date and until the position is filled.

Candidates should submit the following:

- *A cover letter indicating why they are particularly interested in and qualified for the position.*
- *A current résumé.*
- *The names, email addresses, and telephone numbers of three references. (Please submit this information on a separate document, not as part of your résumé or cover letter. We will obtain permission from candidates before contacting references.)*
- *Optional: Other supporting material (e.g. articles, presentations, or letters of recommendation) that would be useful to the Search Committee.*

These materials should be sent via email attachment to searches@wickenden.com. After an initial review of applicants, the Search Committee will contact a select group of candidates for interviews in person or via video conference. Finalists will be invited to CGPS for a more comprehensive series of interviews with administrators and other school constituents. **The school aims to make an appointment by late March or early April**, though the search will remain active until the position is filled. Wickenden Associates will keep all applicants informed of their status throughout the process; however, the rolling nature of the search may require an extra measure of patience on behalf of all candidates.