

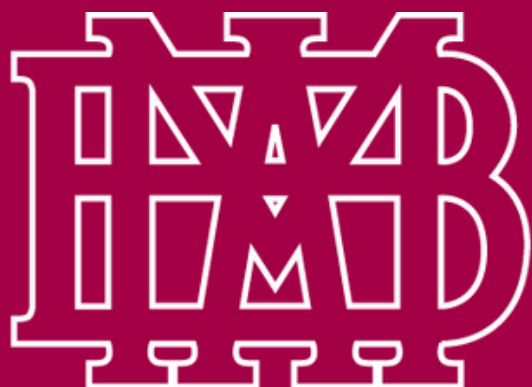
POSITION STATEMENT

Montgomery Bell Academy

NASHVILLE, TENNESSEE



DIRECTOR OF ADMISSIONS
AND FINANCIAL AID SEARCH
START DATE: JULY 1, 2026





OVERVIEW

Montgomery Bell Academy (MBA) is seeking an experienced and dynamic Director of Admissions and Financial Aid to join its leadership team. An all-boys independent day school in Nashville, Tennessee, MBA is a school community where boys' academic, extracurricular, and emotional needs are the priority. Dedicated to providing an exemplary college preparatory education in a community where young men are challenged to become "gentlemen, scholars, and athletes," MBA is known for its intellectual rigor and deep sense of camaraderie. MBA fosters confidence, competence, and character through a classical education that balances tradition with innovative teaching practices.

At MBA, boys are encouraged to work hard, meet challenges with resilience, and strive for balance and excellence in all that they do. They are inspired by dedicated faculty who are passionate about their subjects and committed to knowing each student personally. Through a combination of small classes, advisory programs, and an emphasis on both academic and emotional intelligence, MBA equips its students to explore ideas, develop meaningful interior lives, and aspire to great accomplishments both in and out of the classroom.

Reporting to the Head of School, the **Director of Admissions and Financial Aid** will play a pivotal role in ensuring MBA continues to attract, enroll, and educate a talented, diverse, and mission-aligned student body. This individual will lead the school's admission efforts, manage a robust financial aid program, and work collaboratively with school leadership to strengthen MBA's position as a leading independent school for young men.

PURPOSE AND MISSION

Montgomery Bell Academy is committed to building boys into good young men and citizens who will make a positive impact in their communities. MBA offers young men an exemplary college preparatory experience in an inclusive community, assisting them to be "Gentlemen, Scholars, and Athletes" and young men of wisdom and moral integrity who will make significant contributions to society. Students support each other in a community governed by respect, humility, compassion and courage.

HISTORY

Montgomery Bell, a Pennsylvania native who came to Tennessee around 1800 and had a keen interest in education, left \$20,000 to the University of Nashville for the education of children between the ages of 10 and 14 who were not able to support and educate themselves and whose parents were not able to do so. In 1867 the sum was used by John Berrien Lindsley, the President of the University of Nashville, to start MBA. The school began in two rooms with 26 scholars, divided into grammar school and high school departments. The school now educates over 850 students in grades 7 – 12 who are supported by 160 faculty and staff.

LOCATION

Situated in Nashville, Tennessee—a city known for its cultural vibrancy, educational excellence, and strong sense of community—MBA offers students access to world-class arts, athletics, and intellectual opportunities both on and off campus. While the main campus is on Harding Road in Nashville, the school also has 10 acres of playing fields nearby in the Sylvan Park area and 200 acres at its Long Mountain Campus approximately a 90-minute drive from the main campus. Long Mountain includes a pavilion, cabins, and yurts. Activities include a High Ropes Course, 10-acre lake for water activities, and Long Mountain Observatory.



ACADEMIC PROGRAM

MBA's academic philosophy is anchored in the liberal arts, blending the enduring benefits of a classical education with modern, research-based instructional methods. While the Junior School Program (Grades 7 and 8) focuses on skill building within each discipline, the High School Program provides a curriculum offering more breadth of experiences to spark a student's intellectual curiosity. Students grow in the areas of critical thinking and articulate expression. Highlights include:

Foundational Skills in grades 7–8, preparing boys for deeper, more specialized study in high school.

28 AP Courses Across 20 Subjects, allowing students to pursue a wide range of academic passions.

Innovative Instruction in science, technology, languages, and the arts, paired with classical approaches in the humanities. Teachers are willing to adopt new technologies in their classrooms to promote learning and academic collaboration.

A Robust Visual and Performing Arts Program in which students pursue opportunities in music, speech, theater, and the visual arts. There are 13 music ensembles. The MBA debate and mock trial teams have won national championships. Theater program offerings serve both the beginner and advanced levels. Over 250 MBA students take a visual arts course each year.

Wilson Grants Program that affords over 200 students a year the opportunity to spend their summers all over the world exploring and furthering intellectual passions they have developed at school.

Exceptional Faculty, over two-thirds with advanced degrees, committed to long-term teaching careers at MBA.

MBA recognizes boys will need both opportunities and support to be successful. The Academic Advising Program offers long-term academic counseling and peer tutoring while supporting the development of the whole person through advisory programs, “big brother” mentoring, and exposure to inspiring speakers and role models.

LIFE BEYOND THE CLASSROOM

A student's education is not confined to the classroom. Each student is encouraged to engage in a wide variety of activities and organizations that nurture his character, leadership, and a broader understanding of those around him. These experiences help students discover their passions, refine their strengths, and cultivate habits of excellence.

Athletics and Arts play an essential role in this journey. MBA fields teams in 17 competitive sports where MBA regularly competes for state championships. Students are required to participate in each season of the school year. These programs develop physical fitness, discipline, and resilience while learning the value of teamwork and healthy competition. Daily fitness is promoted as a vital component of health and wellness. The Frank Burkholder Wellness Center, a 200,000 square foot facility is the hub of the athletic program. Creative expression is central to life at MBA, where the arts nurture imagination, confidence, and character. Through visual arts, music, and theater, students explore their talents, gain regional and national recognition, and build lasting relationships. From award-winning artwork to choir performances and powerful stage productions, the arts inspire boys to develop their creativity, broaden their perspective, and engage deeply with the world.

Student Government and Honor Societies provide another avenue for growth. In these roles students develop as leaders learning to represent the needs of their peers and uphold the values of the school. Older students learn to care for the needs of the entire community.

Service opportunities are also a defining part of student life. From participating in the MBA Service Club to working with more than 20 community partners, MBA students take initiative by creating and running clubs that address real needs in the broader community. These efforts teach them the importance of empathy, responsibility, and sustained commitment to others.

A wide array of **Clubs and Activities** reflect the diverse interests and talents of students who have the opportunity to explore their passions, develop new skills, and form meaningful friendships with peers who share their enthusiasm.



SCHOOL DATA

Year Founded:	1867
Grades Served:	7 through 12
Total Enrollment:	850
Student Demographics:	17% Students of Color 70 Different Feeder Schools Represented 50 Different Zip Codes Represented
Students Receiving Aid (%):	18%
Total Aid Given:	\$3,000,000
Total Faculty/ Faculty and Staff:	114/160
Student to Faculty Ratio:	7.7 to 1
Faculty Demographics:	With Advanced Degrees: 70% With PhD: 20% Faculty of Color: 15% International Faculty: 10%
Average Faculty Tenure at School:	10 years
Highest Tuition:	\$39,069
Accreditations, Memberships, Affiliations:	International Boys School Coalition, National Association of Independent Schools, Southern Association of Independent Schools, and Tennessee Association of Independent Schools.



POSITION RESPONSIBILITIES

- In collaboration with the Head of School, develop and implement a 3-5 year strategic enrollment plan utilizing collected data on previous year's recruitment, enrollment, and attrition and demographic data.
- Establish recruitment strategies to meet the plan objectives.
- Coordinate and help facilitate all activities of the admissions department, including on-campus and off-campus recruiting events, campus tours and interviews, application processing and evaluation, and enrollment.
- Maintain a professional environment in which confidentiality, integrity, and hospitality are essential ingredients.
- Effectively communicate and build relationships with prospective families, feeder schools, and community organizations with connections to potential students.
- Create and lead student and parent presentations throughout the year, including key admissions events and weekly campus tours.
- Direct, oversee and engage team members, or staff as needed, to ensure successful completion of admissions event management, and project completion.
- In conjunction with faculty and staff, develop and evaluate the screening process for both mission appropriateness and academic readiness, including scheduling and administering admission testing, scheduling interviews for prospective students and their families, and placement tests.
- Coordinate and run the admissions committee to evaluate applicants for admission.
- Oversee the financial aid process to ensure that the appropriate data is collected and reviewed.
- Ensure appropriate records and statistics throughout the enrollment process, as well as compliance with the Tennessee Secondary School Athletic Association.
- In conjunction with administration, faculty and counseling, develop tools and programs to assist in new student orientation.
- In collaboration with the Marketing and Strategic Communications department, conceptualize and implement traditional and inbound marketing, communication, and recruitment strategies. Evaluate, and redesign where appropriate, all aspects of the admissions marketing program, with the goal of maintaining a capacity enrollment. Oversee the content on the admissions portion of the website and the design of collateral materials.





- Utilize data and research to keep MBA at the forefront of enrollment trends; attend local and national conferences and/or appropriate webinars to keep up with current research.
- Maintain an annual operating budget for the Admissions department in partnership with the Director of Finance and Operations.
- Provide regular updates to the Head of School and Board of Trustees on key enrollment metrics. Prepare end-of-year report summarizing admission process and capturing important admission statistics; administer end-of-season surveys to students who enroll and those who decline to enroll.
- Represent the school at on- and off-campus events and consortium groups, and serve as the public voice on matters relating to the admission process.
- Collaborate with the Deans and Development offices to successfully onboard families after they are admitted.

Qualifications & Qualities

- Bachelor's degree required; Master's degree preferred.
- Significant experience in enrollment management, admissions, or a related field, preferably in independent schools. Experience as a teacher or coach at the middle school and high school levels preferred.
- Sound judgment, the ability to take initiative, and a sense of humor.
- A skilled leader of an office who has experience developing strong teams, a collaborative and purposeful office, and selecting and cultivating talented colleagues to serve the needs of the school in admissions.
- The ability to identify and analyze key data, and apply insights to guide strategy.
- A skilled user of enrollment management databases such as Blackbaud.
- Proven leader with success in guiding teams, delegating, thinking strategically and collaborating effectively.
- An interest and ability to contribute to the broader life of the school.
- Excellent communication and interpersonal skills with the ability to connect authentically with diverse constituencies and tell MBA's story in a compelling way.
- Proven record of managing financial aid programs with integrity and data-driven decisions.
- Commitment to MBA's mission and the development of young men of character and intellect.
- A thoughtful champion of MBA, its students, faculty, staff, and program.
- An exceptionally hard-working colleague who leads with integrity, kindness, and abundant energy.



APPLICATION PROCESS

Candidates interested in applying to be the Director of Admissions and Financial Aid at Montgomery Bell Academy may apply online at:

<https://rg175.com/candidate/signup>

The application includes:

- Letter of Interest
- Resume
- Personal Statement/Educational Philosophy (or school-related writing sample)
- List of five references, including contact information for each (References will not be contacted without prior notice)

You are encouraged to submit materials promptly, if interested.

If you have any questions, please contact the consultant from Resource Group 175 who is supporting the search:

Joe Coleman: joe.coleman@rg175.com

Thank you for your interest in Montgomery Bell Academy. We look forward to hearing more about your interest in this exciting opportunity for a talented professional.