

POSITION STATEMENT

KENT PLACE SCHOOL

SUMMIT, NEW JERSEY



CHIEF ENROLLMENT AND
EXTERNAL AFFAIRS OFFICER SEARCH
START DATE: JULY 1, 2026





MISSION

Kent Place School empowers girls to be confident, intellectual, and ethical leaders who advance the world.

OVERVIEW

A vibrant and visionary place to learn and grow, Kent Place School seeks a Chief Enrollment and External Affairs Officer to begin July 1, 2026. Kent Place is an independent, nonsectarian, college-preparatory day school for girls in Grades K–12 (with a coeducational Preschool) that educates and empowers the next generation of female leaders. Kent Place demonstrates its commitment to providing lifelong learning experiences for students, faculty, and staff, within and beyond the school, through its signature programs, such as the [Ethics Institute at Kent Place School](#), the [Girls' Leadership Institute](#), [Economics and Finance](#), [Global Learning](#), and [STEM](#).

An innovative, integrated curriculum and engaging coursework are designed to challenge students' minds, a spirited community supports their aspirations, and the school's Honor Code helps them learn, work, play, and live with integrity and respect. A talented faculty helps

each girl develop a strong understanding of herself in an environment that promotes risk-taking and exploration. Students graduate with a dedication to academic excellence and [become leaders](#) on college campuses and, later, in their workplaces and their communities. Graduates succeed in a wide range of fields, from science and business to writing and the arts. Many alumnae maintain their bonds with the school, returning to campus for community events and to share their experiences with students in panels and workshops.

The Chief Enrollment and External Affairs Officer oversees the admission and re-enrollment process and sets strategy for this vital component of the institution. In addition, the Chief Enrollment and External Affairs Officer coordinates and executes strategy for the communications program and externally facing programs, among them the Ethics Institute and the Girls' Leadership Institute. He or she reports directly to the Head of School and is a member of the Head of School's Leadership Team and the Strategic Advancement Team (the Head of School's direct reports). The following Director positions report to the Chief Enrollment and External Affairs Officer: Communications; Primary School Admission; Middle and Upper School Admission and Financial Aid; the Girls' Leadership Institute; and the Ethics Institute.

SCHOOL HISTORY

In the [spring of 1894](#), six Summit, New Jersey, families got together to discuss the establishment of a school for girls and young women with the vision of providing the same academic training and intellectual pursuits that were already accessible to boys and young men. That fall, on an estate once belonging to New York State Chancellor James Kent, Kent Place School for Girls opened its doors — and altered the course of education for generations of girls and young women. The school prided itself then, as it does today, on its outstanding faculty, challenging curriculum, and wide range of co-curricular activities.

THE SCHOOL

Today's Kent Place is a highly selective college-preparatory school with a national reputation for providing a 21st-century learning environment through its comprehensive curriculum. The [only nonsectarian girls day school](#) in New Jersey, Kent Place educates more than 680 students in Kindergarten through Grade 12. The school's 26-acre suburban campus in Summit draws families from more than 74 communities throughout northern and central New Jersey. With a blend of historic Tudor architecture and modern, state-of-the-art facilities, the campus is open, spacious, and welcoming with towering trees that combine a sense of history with growth and change.

Kent Place's 180 faculty and staff members personify the school's commitment to professional development, multiple perspectives, equity, and inclusion. Providing academic challenge in a supportive environment, its teachers—80 percent of whom hold an advanced degree—value and reward independent thinking, creativity, grit, and a collaborative spirit.

The school is committed to its mission to educate students for responsible participation in a global community. Kent Place values [belonging](#) and seeks to be inclusive and affirming of all the different voices and stories at its community's table. Through the curriculum, conversations, and campus climate, it strives to be culturally responsive and equitable.

Kent Place has concluded its current Strategic Plan, [Empower Girls. Advance the World.](#), and is in the planning stage to identify the strategic priorities that will shape the school's next exciting chapter.





KENT PLACE FAST FACTS

- Founded in 1894
- 684 students
- 75+ communities represented in the student body
- 54% identify as students of color
- 125 faculty, counselors, and administrators
- 7:1 student-to-teacher ratio
- 92% of faculty have earned an advanced degree
- 33% of faculty and staff identify as people of color
- 100% of faculty take advantage of professional development
- 26 acres in Summit, New Jersey
- 20 miles from New York City

THE ROLE

Admission And Communications

The Chief Enrollment and External Affairs Officer leads a strong Admission Office and is responsible for enrollment in all divisions (Primary, Middle, and Upper Schools). Unlike many other independent schools, Kent Place has a robust applicant pool and is regarded as a school of choice in the region. With a current enrollment of 684 students—which is projected to increase to 694 in 2027, given the demand—Kent Place receives approximately 400 applications annually. The acceptance ratio is 1:4 and the yield is typically 60–70 percent. Students come from 75 zip codes; local public schools “feed” the admission pipeline. Nineteen percent of students are awarded financial aid.

Designing outreach events and looking at local markets through a strategic lens are the purview of this position. Whereas the Director of Primary School Admission and the Director of Middle and Upper School Admission assume the lead on decision-making admission committees, the Chief Enrollment and External Affairs Officer weighs in on the difficult cases and is responsible for the support, guidance, and mentoring for the directors in the office.

The Chief Enrollment and External Affairs Officer supervises and serves as a strategy and thought partner for the Director of Communications, who oversees a Communications Team of two. With the exception of Advancement (development) materials, the Communications Department handles the majority of internal and external communications across all modalities (print, social media, video, and

so on). Jointly with the Chief Enrollment and External Affairs Officer, the Director of Communications leads the Strategic Communications Team, which crosses all departments and includes active involvement from the Chief Advancement Officer, the Assistant Head of School, and the Head of School. The Chief Enrollment and External Affairs Officer reports directly to the Head of School and serves as one of five members of the Strategic Advancement Team, along with the Assistant Head, the Chief Advancement Officer, the Chief Financial Officer, and the Chief Community Life and Well-Being Officer.

External Programs

The Chief Enrollment and External Affairs Officer coordinates and executes strategy for the externally facing programs. Prominent among those programs are the Girls' Leadership Institute and the Ethics Institute at Kent Place.

The Girls' Leadership Institute (GLI), a signature Kent Place program, was established 30 years ago. GLI Primary serves students entering Grades 4 and 5; the program emphasizes leadership's reliance on building relationships. GLI Middle serves students entering Grades 6, 7, and 8. "Empowering the Leader Within" is the program for rising sixth graders, and "Fierce (GLI) Leadership in Action" is for rising seventh and eighth graders. Students identify and prioritize their own values and belief systems, which they then use to focus on ethical decision-making. For additional information, please visit [Girls' Leadership Institute](#).

The [Ethics Institute at Kent Place](#) School has both internal and external-facing programs. For almost 20 years, the Ethics Institute has offered age and developmentally appropriate curricular programming and co-curricular experiences from Kindergarten through 12th grade designed to cultivate in every girl a strong sense of integrity and a commitment to ethical decision-making. Workshops, seminars, and lectures are



offered, and the Ethics Institute participates in national conferences. Kent Place has consistently ranked in the top 10 National High School Ethics Bowl teams since 2017. The Ethics Institute hosts an [ethics blog](#), [podcast](#), and the [Lodestar Ethics Journal](#).

For additional information about specific programs (e.g., academics, arts, and athletics) at Kent Place School, please visit the school's [website](#).



KEY QUALIFICATIONS FOR CHIEF ENROLLMENT AND EXTERNAL AFFAIRS OFFICER

- **Passion for Girls' Education:** Experience with, and understanding of, all admission outreach and recruitment efforts, the enrollment management and communications processes, and the unique qualities of independent girls' schools.
- **Inspirational Leadership:** Ability to guide and mentor leaders of critical function areas and galvanize different departments around common goals and desired outcomes. Established success with program branding and strategic visioning.
- **Strategic Orientation:** Track record of developing, implementing, and communicating strategic initiatives with a proven ability to get things done.
- **Excellent Communication and Managerial Skills:** Clear and transparent communication skills, with the ability to build effective working relationships with students, families, and colleagues.
- **Exceptional Collaboration:** Total commitment to teamwork to add value to a strong Head's Leadership Team.
- **Strong Organizational Skills and Attention to Detail:** Track record of success with program implementation; proficiency in Microsoft Office and/or Google Workspace.
- **Commitment to Inclusivity and Belonging:** Culturally competent with the ability to lead a diverse community and cultivate an environment that promotes equity and belonging.
- **Professionalism and Integrity:** Dedicated learner with high ethical standards, exceptional character, and a sense of joy and humor. Must maintain confidentiality regarding all student-, family-, and school-related information and exercise discretion in all interactions.
- **Relevant Experience and Education:** Minimum of a bachelor's degree (master's preferred); administrative experience required; prior independent school experience preferred.

CHALLENGES & OPPORTUNITIES

The new Chief Enrollment and External Affairs Officer will join a school whose institutional metrics reflect the strength of its market position, the stability of its finances, a high-functioning Leadership Team, and a well-respected Head of School. Embracing Kent Place’s can-do approach—to “roll up our sleeves”—the next Chief Enrollment and External Affairs Officer will lead or be substantially involved in:

- **Admissions and Enrollment.** Leading an Admissions Team of five, this position is responsible for strategic visioning and marketing with respect to positioning Kent Place in a dynamic and changing landscape. The Chief Enrollment and External Affairs Officer represents Kent Place at Admissions functions and meets with families and potential students during the interview process. This position partners with the Business Office and enrollment colleagues to ensure that goals related to enrollment and financial aid are clearly understood and met.
- **Strategic Plan Implementation.** Kent Place expects to have a new strategic plan approved by the Board of Trustees by fall 2026. Implementation of new and exciting initiatives will be the responsibility of this position.
- **[Leadership Center](#) for Athletics, Wellness, and Performing Arts, a new and stunning 72,000-square-foot facility, is opening in the coming year.** The Chief Enrollment and External Affairs Officer will leverage the Leadership Center to develop partnerships for new or expanded programs. Specifically, this is an opportunity, in partnership with the Director of Athletics, to strategically enhance the excellence and prominence of athletics at Kent Place.
- **Signature Programs.** The Girls’ Leadership Institute and the Ethics Institute all report to and benefit from a thought partnership with the Chief Enrollment and External Affairs Officer. These evolving programs are important for the regional and national reputation of Kent Place.
- **Strategic Thinking.** As a member of the Head’s Strategic Advancement Team, the successful candidate serves as a trusted thought partner not only to the Head of School but also to other leaders of critical function areas.
- **Partnership Hub.** The Chief Enrollment and External Affairs Officer oversees many programs and in so doing serves as a de facto hub for current and future partnerships across all departments in the Kent Place community.





APPLICATION PROCESS

Candidates interested in applying to be the Chief Enrollment and External Affairs Officer at Kent Place School should apply online at:

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

The application includes:

- Letter of Interest
- Résumé
- Personal Statement, Educational Philosophy, or School-Related Writing Sample
- List of Five References (references will not be contacted without the candidate's permission)

All applications must be completed by **February 17**. We strongly encourage early submission of materials.

Thank you for your interest in Kent Place. This is an exciting opportunity, and we look forward to learning about you and what you would bring to the school. If you have any questions about the search, please contact Molly King (molly.king@rg175.com) or Rebecca Upham (rebecca.upham@rg175.com).

Kent Place School is an equal-opportunity employer. We seek candidates who support the development of a school community that is culturally competent and a working environment that is affirming and inclusive, one in which each member feels safe and valued, as described in our [Belonging Statement](#).