



# ALLEGHENY COLLEGE

## EXECUTIVE DIRECTOR OF ADMISSIONS AND FINANCIAL AID

**ALLEGHENY COLLEGE**  
**Meadville, Pennsylvania**

Allegheny College, a private, national liberal arts college, located in northwestern Pennsylvania seeks a creative, dynamic and accomplished leader to assume the position of Executive Director of Admissions and Financial Aid. The successful candidate will be a key member of an enrollment team that includes admissions and financial aid.

**The Position:** Reporting to the Vice President for Enrollment and Dean of Admissions, the Executive Director of Admissions and Financial Aid will provide expert direction and creative leadership consistent with the College's liberal arts mission and strategic initiatives. The successful candidate will manage and inspire a dynamic team of three senior leaders in admissions and financial aid, and an overall team of twenty professionals, overseeing the administration of the offices and making data-informed decisions in allocating staff and financial resources to achieve recruitment and enrollment goals. The Executive Director will partner in the responsibilities of sharing information with the faculty, Board, and senior leadership, as assigned by the Vice President, and in publicly representing Allegheny to external constituents, prospective students and families. Possessing a strong knowledge of admission and financial aid, the Executive Director will assist in creating enrollment targets; oversee financial aid strategy, working with external partners; and have oversight of federal and state compliance.

**Qualifications:** Essential attributes include demonstrated skill in managing, leading, inspiring and mentoring staff; awareness of market and societal trends affecting undergraduates at selective institutions; competency in data analysis and data-driven decision-making; familiarity with current technologies and trends (knowledge of Salesforce is a plus); a keen understanding

of the critical role that financial aid plays in an enrollment management program with an emphasis on retention; excellent organizational and planning skills; an ability to work efficiently, yet creatively within generous, though limited budgets; and exemplary relationship-building skills with both internal and external constituents. Further, the Executive Director will embody the Unusual Combinations ethos of Allegheny. In addition, the ideal candidate will have the experience and personality to support the Vice President in developing and implementing initiatives that will continue to enhance the college's visibility and recognition in a highly competitive landscape. Desirable personal qualities include: a collaborative style, a strong work ethic, enrollment talent and vision, a sense of humor, personal charisma, energy, optimism, resilience and a willingness to consider new ideas. A bachelor's degree is required; an advanced degree is preferred.

**The College:** Allegheny College is a national liberal arts college where approximately 2,100 undergraduate students with unusual combinations of interests, skills, and talents excel. This powerful and compelling message represents Allegheny's distinctive position in a crowded marketplace and has resulted in increased national and international draw of new students. With the launch of Gateway, students have a one-stop shop dedicated to assisting them chart their future through study away options, internships, fellowships, community service and more. By participating in multiple, significant Gateway offerings, Allegheny students refine their career aspirations and clarify their vocations. They develop a clear vision of who they are in the world, an inclusive and global perspective, and the commitment to be citizen-leaders addressing the complexities of the modern world. They graduate as professionals who will be much more than their professions.

Allegheny is the sponsor of the Allegheny College [Prize for Civility in Public Life](#) that was created in 2011 to annually recognize two public figures, one liberal and one conservative, who argue passionately but with civility for their beliefs. Last year's recipients were Ruth Bader Ginsburg and the family of U.S. Supreme Court Justice Antonin Scalia (awarded posthumously).

Allegheny has a successful history of integrated strategic, financial, and campus planning, achieved in large part through a positive, collaborative atmosphere among the staff and faculty. [President James H. Mullen Jr.](#) has been successfully leading the college and fulfilling the [Combinations 2020 strategic plan](#) since 2008. Allegheny College is a member of the Great Lakes Colleges Association, the North Coast Athletic Conference (NCAA Division III), and the Bonner Scholarship Program. The College hosts a chapter of Phi Beta Kappa and ranks 38<sup>th</sup> nationally in the production of STEM PhDs and 8<sup>th</sup> in placements to the Peace Corps. As the 32<sup>nd</sup> oldest college in the country, Allegheny celebrated its bicentennial in 2015. For more information, visit the Allegheny College website. To learn more about the College, visit the [main website](#) and explore the [facts about Allegheny College](#).

Known for its campus beauty and rich history, Allegheny was established in 1815, by Timothy Alden. A sycamore tree planted by its founder still remains next to Allegheny's oldest building, Bentley Hall. Situated on 79 acres, the central campus boasts 40 major buildings and the recreation area around campus adds another 203 acres. Allegheny owns the Bousson

Environmental Research Reserve, a couple of miles east of campus, which is 283 acres of woodlands, ponds, streams, wetlands, diverse habitats, and native wildlife. Its main purpose is field studies and research, with limited recreational use. Allegheny is a four year residential campus, providing a variety of living options to its students, including special interest housing, and the College is deeply committed to sustainability in its programs and living environment.

#### Top Five Notable Accolades:

- **Number 1 in Undergraduate Research:** The Council on Undergraduate Research in January 2016 presented its inaugural award for Undergraduate Research Accomplishment to Allegheny College. The award recognizes Allegheny for its “exemplary programs providing high-quality research experiences to undergraduates.”
- **1 of 40 Colleges That Change Lives**
- **Top 10 in Employability:** Allegheny ranks in the top 10 percent of almost 1,200 four-year colleges in an index released in 2015 by the nonprofit Educate To Career, which measures economic value delivered to graduates.
- **Top 12 Most Innovative Schools:** U.S. News & World Report asked top academics participating in a peer assessment survey in spring 2015 to name the institutions they think are the most innovative colleges and universities. College presidents, provosts and admissions deans were asked to nominate up to ten colleges or universities in their Best Colleges ranking category that are making the most innovative improvements in terms of curriculum, faculty, students, campus life, technology or facilities.
- **24 of 255 Best Liberal Arts Colleges:** Washington Monthly’s rankings are unique in that they recognize not only what colleges do for their students but what colleges are doing for the country.

**Meadville, PA:** Founded in 1788 along the banks of French Creek in Northwestern Pennsylvania, Meadville is the county seat for Crawford County. Meadville residents number 13,000, with a population of 86,000 in the surrounding area. Meadville is an active center for business, industry, education, the arts, recreation, service and tourism. Families can enjoy outdoor recreation on one of the glacier lakes, wooded nature trails, state parks, wildlife refuge or Meadville Area Recreation Complex. Crawford County also boasts some of the best golfing, fishing, and camping in Northwest PA. The arts are very much alive here along with history. Crawford County is home to art galleries, museums, sight-seeing railroad lines, and community theatres. Crawford County also offers a very tasty adventure with wineries, brew pubs, and family-owned restaurants.

Meadville is located in the [Pennsylvania Great Lakes Region](#) which provides year-round activities. There are plenty of family-oriented [events in Crawford County](#) and surrounding areas. Erie, PA is 40 miles north, and Pittsburgh, Cleveland, Youngstown, and Buffalo are within a two hour driving distance.

Visit Allegheny’s website, [Meadville is Home](#), for more information.

**To Apply:** Napier Executive Search is assisting Allegheny College with this search. For more information, please contact Mary Napier ([mary.napier@napiersearch.com](mailto:mary.napier@napiersearch.com)) or Robin Reynders ([robin.reynders@napiersearch.com](mailto:robin.reynders@napiersearch.com)). For priority consideration, please send a resume and detailed cover letter indicating your specific interest and qualifications by November 4 to: [Allegheny@napiersearch.com](mailto:Allegheny@napiersearch.com).

*Allegheny College is an Equal Opportunity Employer, and the Allegheny College [Statement of Community](#) represents a strong commitment of students and employees to diversity, inclusion, and equity. Women, veterans, individuals with disabilities, and members of other underrepresented groups are highly encouraged to apply. Allegheny does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, age, or national origin.*

