



**Hanover College**  
Hanover, Indiana

### Executive Director of Admission

Founded in 1827, Hanover College is the oldest private college in Indiana. Hanover College is a challenging and supportive community whose members take responsibility for lifelong inquiry, transformative learning and meaningful service. Today Hanover College seeks a dynamic, strategic, and innovative enrollment management professional to serve as its next Executive Director of Admission. Reporting to the [Vice President for Strategy and Enrollment](#), the executive director will lead an enrollment team of 14 professionals, will offer strategic vision, and must be able to execute initiatives that shape the future of enrollment at Hanover College.

As a trusted advisor and strategic partner, the executive director will collaborate and work closely with the vice president for strategy and enrollment (VPSE), director of financial aid, and enrollment operations director, along with campus leadership to set and meet enrollment goals established in Hanover's strategic plan. The executive director will also advise, counsel, and work closely with the VPSE on matters related to the development and implementation of policy, budget, personnel, and team building. This important collaboration will continue in developing written recruitment and operational plans that integrate strategies, tactics, and ongoing records of measurable objectives that meet enrollment goals.

Other essential functions within the recruitment framework will include collaborating with enrollment senior leadership in coordinating international and transfer student recruitment initiatives; maintaining an integrated approach that makes effective use of analytics and data to inform decisions within a "high touch" recruitment model; and, maintaining integrated, effective alumni volunteer programs to support and extend admission efforts.

The executive director will work closely with Hanover's Office of Marketing and Communication on messaging, communications, and recruitment strategies to build-out and manage Hanover's brand and value proposition to key constituents, as well as assist in the development of admission marketing and recruitment materials. With an understanding of the importance of athletics to recruitment, the executive director will work closely with the athletic director and coaches throughout the recruitment process, providing a strong partner, leader, educator and communicator to bridge the athletic recruitment with all college recruitment areas.

Serving as a campus advocate and champion to broaden diversity and also to build institutional capacity for admission, financial aid, and marketing, the executive director will work collaboratively across campus departments to build awareness and support of recruitment efforts and to engage the

community in meeting enrollment goals. The successful candidate will foster an environment of inclusion, access, and success for student recruitment. Outside of the campus community, the executive director will represent the college fully to external constituents, such as students, parents, and high school guidance counselors, and will represent the college in various state and national organizations.

The executive director will manage the enrollment management division in partnership with the vice president for strategy and enrollment. The executive director will lead, inspire, coach, mentor and serve as a professional development conduit for staff. The executive director participates in the development and oversees the implementation of marketing, prospective student search, and admission strategies; is responsible for vendor and procurement management; and serves both the Admission and Scholarship Committees.

Skills and Characteristics for Success: The successful candidate will have at least six years of progressive enrollment and recruitment experience, preferably at the college or university level. A bachelor's degree is required; advanced degree strongly preferred. In addition, candidates should possess the following:

- Managerial experience as it relates to organizational development; an effective manager who believes in the professional development of staff and able to provide support and encouragement of a team at all levels of experience
- Ability to direct and organize people to achieve desired results and to organize and prioritize workload and meet deadlines
- Ability to organize and complete multiple tasks with client-centered attitude
- Ability to use current technology in an effective manner
- Experienced in or an understanding of financial aid modeling, predictive analytics, and CRM optimization; experience in Slate CRM preferred
- Possession of a high tech / high touch mentality in recruitment
- Demonstration of high standards of integrity, creativity, intellectual curiosity, and professional ethics
- Eagerness and ability to collaborate with faculty, staff, and coaches to understand and define the characteristics desired in accepted applicants
- Ability to manage up and collaborate across campus
- Strong oral and written communication skills for communicating with prospective students, their families, campus colleagues, trustees and alumni
- An empathetic and strong listener
- An outspoken, strong communicator and educator about all areas of recruitment
- An innovative and creative thinker
- A belief in professional networking with membership and demonstrated involvement in professional admission organizations
- An interest in participating in campus academic, social, and athletic events and in supporting Hanover College traditions.

**Hanover College:**

Situated on 650 wooded acres and located on the banks of the Ohio River, Hanover College has been ranked by Princeton Review among the 20 most beautiful campuses in the country. The campus boasts of four hiking trails, which cover 2.5 miles and 15 waterfalls.

Hanover's 1,150 students come from 28 states and 29 countries, and engage in the College's rigorous interdisciplinary academic program with 33 majors. Students are encouraged to design their own major, start their own club or organization, or join some of the 60 current social and academic organizations and/or active Greek community, and spend May Term immersed in a single course – often abroad. Hanover College students experience the world through study abroad. Offering both faculty-led, short-term and semester-long immersion off-campus study programs, Hanover engages students with a host of varied opportunities to experience other cultures, gain cross-cultural competencies, and hone global citizenship. Hanover students graduate with a professional resume, already full of authentic work from their undergraduate internship, combined with practical meets technical experience in their chosen field. NCAA Division III Athletics are strong and successful at Hanover College, with 20 sports participating within the Heartland Collegiate Athletic Conference.

For more information about Hanover College, see <https://www.hanover.edu/>.

**Accolades:**

- **Princeton Review** - #18 Most Beautiful Campus, The Best 382 Colleges
- **Forbes** - America's Top Colleges list
- **U.S. News & World Report** - #112 National Liberal Arts College
- **Washington Monthly** - #9 in affordability for elite schools, #13 Liberal Arts Best Bang for the Buck
- **Kiplinger** - A Top-100 College Value
- **Money** - 2017-18 Best Colleges

**Location:**

Located in Southern Indiana, Hanover College was established just outside [historic Madison](#), a river town along the banks of the Ohio River. Madison is a boutique community with artisans, restaurants and specialty shops and is considered the "Jewel" on the Ohio River and often is referred to as the *Event Capital of Indiana* because of all the activities and events that take place year round in the community. Madison, with a population of 12,000, serves as the county seat for Jefferson County. 55,000 residents live within 15 miles of Madison, including Hanover, IN. Madison has also been dubbed as "The prettiest small town in the Midwest" (Ladies Home Journal), "Best Preserved Town in the Midwest" (Chicago Tribune) and "The most beautiful river town in America" (the Late Charles Kuralt). By car, Hanover and Madison are 45 minutes from Louisville, 95 minutes from Indianapolis and just over an hour from Cincinnati.

**To Apply:**

Napier Executive Search is assisting Hanover College in finding the right person for the position of Executive Director of Admission. For more information, or to nominate someone for this position, contact Robin Reynders ([robin.reynders@napiersearch.com](mailto:robin.reynders@napiersearch.com)) or Mary Napier ([mary.napier@napiersearch.com](mailto:mary.napier@napiersearch.com)). All conversations will remain confidential unless otherwise stated and agreed.

Interested candidates should submit a résumé along with a letter of interest describing his/her unique qualifications for the Executive Director of Admission at Hanover College. Candidates should also provide the names and contact information of at least three professional references. For confidentiality, references will not be contacted without permission. All application materials should be submitted electronically to [Hanover@napiersearch.com](mailto:Hanover@napiersearch.com) by January 18, 2019. The preferred start date is spring, 2019.

*Hanover College is committed to providing equal access to its educational programs, activities, and facilities to all otherwise qualified students without discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable state or federal law. An Equal Opportunity employer, the College also affirms its commitment to nondiscrimination in its employment policies and practices. In compliance with Title IX (20 U.S.C Sec. 1681 et seq.) Hanover College prohibits sex discrimination, including sexual harassment.*

