



EPIPHANY SCHOOL

Seattle, Washington



DIRECTOR OF ENROLLMENT & ADMISSION SEARCH

Position Starts July 1, 2025



EDUCATORS COLLABORATIVE

EXPERTS IN SEARCH, TRANSITION & STRATEGY



JOIN A COMMUNITY THAT CARES

How would it feel to leave the house every morning knowing you're headed to a caring and supportive community, where curiosity is required for children and adults alike?

Excited. Inspired. Engaged.

Welcome to Epiphany School! Nestled in Seattle's charming Madrona neighborhood on a charming historic campus, Epiphany supports students to develop their voices, practice leadership skills, and solve problems on their own and as a group. An expert faculty and staff encourages students to explore, create, embrace, and personalize their own studies. Children feel free to fail and make mistakes, make individual and collective choices, and build strong character. Adults and children travel this journey together—working side by side in a supportive community and creative environment where everyone takes responsibility to become the best “me” each of us can be.

MISSION

Epiphany School challenges and supports all students to become confident, curious, and courageous learners through innovative teaching in a caring and inclusive environment.

Vision

Inspiring every child to discover meaning and purpose in a life of learning

Values

Epiphany School actively cultivates an awareness and respect for diversity in all forms. We strive to create a positive, joyful, and inclusive community by embracing the following values:

Respect: We encourage empathy through the strength of our differences, awareness of our global surroundings, and adherence to high standards of conduct.

Responsibility: We build integrity and trust by understanding our choices and owning our actions.

Resourcefulness: We foster resilience and expect all to search and find, to fail and learn, to risk and succeed in a changing world.



A LEGACY OF EXCELLENCE—AND RED PLAID JUMPERS

With more than 65 years of history as a beloved and preeminent Seattle institution, Epiphany School is well positioned to thrive for the next 65. An exciting and aspirational strategic plan builds on the school's many strengths: a legacy of innovation, high academic standards, and a warm, family-friendly atmosphere in which every child is truly known. Epiphany honors customs and school traditions that promote pride and belonging across generations, while evolving thoughtfully and with intention. The hallmark uniform for decades—logo sweaters, plaid jumpers, blue and white polo shirts—provide a sense of equity within the school community and a simplicity of choice that families appreciate.

DEVELOPING YOUNG LEADERS WITH CHARACTER

Epiphany students develop courage, confidence, curiosity, respect, responsibility, and resourcefulness—bringing the school mission and values to life every day. At Epiphany School, students step up to challenges. They take risks. They make mistakes, solve problems, and grow in courage, curiosity, and confidence. When conflicts arise, children resolve them—practicing cooperation, inclusion, and active listening. Surrounded by support, students in every grade grow to know themselves, explore their learning styles, make good friends, embrace diverse perspectives, and live their values. Students experience how their individual strengths create real impact—within the school community and beyond.

EPIPHANY BY THE NUMBERS

- 1958 Epiphany School opened its doors
- 266 students in pre-K – 5
- 38% of students identify as students of color
- 28 zip codes represented
- \$36,085 tuition for 2024/25
- 6:1 student/faculty ratio
- \$27,986 average amount of financial aid awarded for 2023/24
- 100% family participation in the Annual Fund
- \$16M endowment
- 3,057 hours of professional development





CREATING AND NURTURING COMMUNITY

Epiphany School has a long-standing tradition of creating a caring, welcoming community in a safe and nurturing environment. Both in and out of the classroom, adults and children work side-by-side to build an atmosphere of inclusivity where students, families, faculty, and staff can share, discover, explore, and play.

Inspiration abounds in and out of the classroom—from the abstract art by Juan Alonso-Rodriguez that peppers the campus to the lush school gardens that help students explore nature, mathematics, and [service learning](#). Every corner, play space, and pathway has been consciously designed to contribute unique beauty and insight to the whole of Epiphany School's creative and collaborative culture.

STRATEGIC PLAN

In 2019, the Board of Trustees unanimously approved *Vision 2025*, a new 5-year [strategic plan](#) that builds on the school's many strengths: a legacy of innovation, high academic standards, and a warm, family-friendly atmosphere in which every child is truly known. Guideposts include:

- **Innovative and Individually Responsive Teaching and Learning:** Leveraging our legacy of innovation to foster a culture of educational growth and further tailor instruction to meet students' needs and faculty professional goals.
- **An Authentic and Welcoming Community:** Enhancing the welcoming and inclusive culture within Epiphany School through actionable diversity, equity, and inclusion initiatives; extended day expansion; and broader and more diverse volunteerism opportunities.
- **The Future: Growth and Reach:** Enhancing and investing in our school's programming and campus to maintain our position as a leader in Seattle elementary education and deliver on our vision, mission, and values.





“ *We loved our time at Epiphany School. The school sparked in our daughter the love of learning and exploring—and the willingness to stretch. Epiphany encouraged public expression, presentation, and performance in a way that was nurturing and inclusive. She and her classmates grew in so many ways.* ”
~Parent of an alumna

ADULTS WHO LOVE TO LEARN

Epiphany faculty and staff are nourished and inspired by continued professional development and collaboration. The school invests in its faculty and staff, nurturing a culture of collegiality and innovation and a shared expectation of deep engagement with ongoing professional development. Through peer-to-peer sharing, Epiphany’s educators bring best practices and new ideas into our community to continually evolve a culture of inclusion, growth, support, and high expectations.

DIVERSITY STATEMENT

Epiphany School promotes and cultivates a diverse community as essential to academic success, social and emotional growth, and the development of good character. Engaging diverse perspectives stretches the mind and requires critical thinking, intellectual courage, and creativity. It takes careful listening and thoughtful expression and manifests itself in cultural competency. Thinking beyond oneself and seeing the world through the eyes of others is the foundation of fairness and empathy, and thus prepares our students to live respectfully and lead responsibly in our pluralistic democratic society.



EXPLORE EPIPHANY

[Vision 2025: Leader in Seattle Elementary Education](#)

[Epiphany School Stories](#)

[Academics That Develop Character](#)

[Extended Day Fun](#)

[Epiphany in the Community](#)

[Tour the Campus](#)

[Flip Through the Viewbook](#)

[UPDATE Magazine](#)



INSPIRATIONAL SCHOOL LEADERSHIP

Beginning her eighth year as Head of School, Jenn Elkin is known for her energy, enthusiasm, and unfailing focus on what's best for children. Among her many accomplishments, she launched a new math program, initiated a social emotional learning curriculum, reorganized the administrative structure, and led development of an ambitious strategic plan rooted in the school's mission, values, and commitment to diversity, equity, and inclusion.

Before coming to Epiphany, Jenn was at The Pike School in Andover, MA for 18 years. She began in Pike's intern program, taught fifth grade for seven years and second grade for three, and then led the lower division for seven years. Prior to her career in education, Jenn was a management consultant with a focus on new product development, strategic planning, and innovation training.

Jenn models a growth mindset, a sense of pragmatic optimism, and a belief that people are inherently good—especially young ones. Coaching and empowering herself and others to risk, reflect, and learn for life are essential elements of Jenn's ethos.

An Epiphany School education is personal, relational, heartfelt, and authentic. Here, children play an active role in their own education. We believe in developing each child as a well-rounded person and a responsible, respectful citizen of the world. Epiphany School strives to enact its mission of knowing every child deeply and developing responsible, respectful citizens of the world.

~Jenn Elkin, Head of School



SEATTLE: THE EMERALD CITY

Known for its lush green surroundings as well as expansive bodies of water and towering mountains, Seattle offers something for everyone. Professional sports fans can find a team for every season. Arts aficionados have their pick of theaters, museums, music venues, and more. The iconic Pike Place Market brings local purveyors of fish, meat, fruits, vegetables, flowers, and crafts to the heart of the city each day. Looking for outdoor adventure? Skiing, kayaking, hiking, and biking, to name just a few, are readily available. And while "liquid sunshine" is a beloved local term for rain, Seattle's 37 inches of rain annually ranks 32nd among the 50 largest cities in the country.



ABOUT THE POSITION

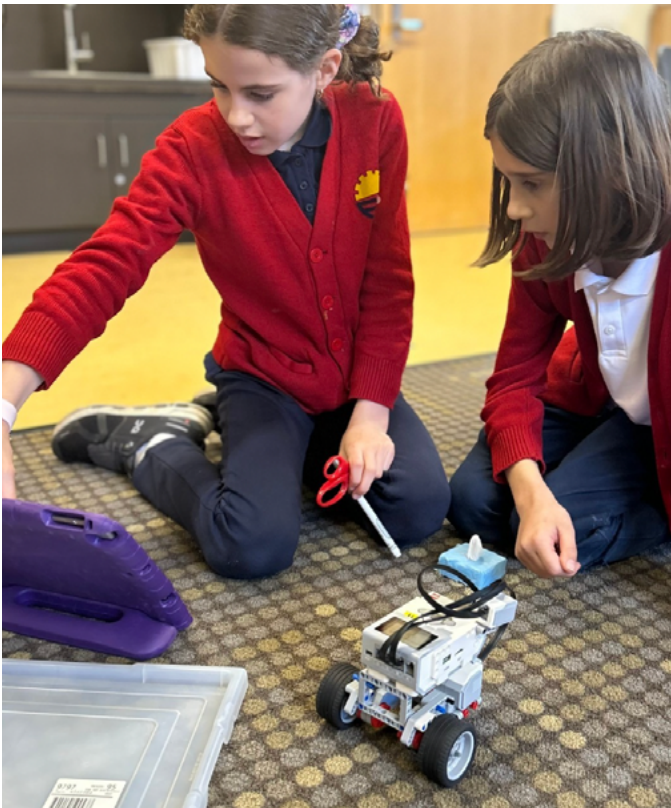
The Director of Enrollment Management & Admission is responsible for leading and managing the strategic enrollment process at Epiphany School to ensure the school meets its enrollment goals while maintaining a diverse and inclusive student body. This role focuses on the recruitment, admission, and retention of students by marketing the school to prospective and current families as well as maintaining the school's strong reputation within the local independent school community. The Director of Enrollment Management & Admission works closely with the Head of School, the Director of Marketing & Communications and the Director of Development as part of the larger Advancement team, and manages two direct reports. This role serves as one of eight members of the school's leadership team.

This is an extraordinary opportunity to lead recruitment, admission, and retention of students as well as steward Epiphany's stellar reputation within the local independent school community. With construction of additional facilities on the horizon, the next Director of Enrollment Management & Admission will play a key role in implementing the school's vision of growing enrollment and serving a diverse community of children and families throughout the Seattle area.

Primary Responsibilities:

Strategic Planning & Leadership

- Collaborate with the Head of School, faculty, and other administrators to develop, implement, and align enrollment strategies with the school's overall objectives.
- Conduct market research to understand trends and demographics to inform enrollment strategies.
- Continually evaluate and redesign all aspects of the admissions and marketing program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants.
- Build and maintain relationships with feeder schools, educational consultants, and community organizations.



“When we relocated to Seattle, the most important decision we had to make was to find the best possible school for our pre-k son. Our first choice was Epiphany School. Why? Impeccable reputation, wonderful facilities, accessible administration, passionate teachers, and the list goes on. But what convinced me was, when I asked the staff and teachers ‘will you love my child?, everyone answered yes without hesitation.”

~Current Parent



- Develop and manage outreach programs to attract prospective families that align with the school’s diversity, equity, and inclusion initiatives.
- Work with faculty and administration to develop programs and initiatives to retain current students.
- Engage with current families to understand their needs and enhance their satisfaction with the school experience.
- Serve as a brand ambassador, representing the school at various gatherings and conferences and engage in networking.

Team Oversight & Management

- Provide clear direction, support, guidance, and mentorship to enrollment management and admission team to achieve department goals while fostering a collaborative and high-performance culture.
- Set performance expectations and conduct regular performance reviews, providing kind and timely constructive feedback and identifying areas for development.
- Encourage a continuous learning environment by supporting professional growth and development for employees, identifying training needs and coordinating relevant learning opportunities.
- Foster a positive and inclusive work environment where diverse perspectives are valued and respected.
- In collaboration with the Associate Director of Enrollment Management & Admission to ensure appropriate counseling of fifth grade families regarding middle school selection, application, and admission procedures, including overseeing the faculty writing of requested recommendations for students applying out.
- In collaboration with the Director of Marketing & Communications, develop and execute a comprehensive marketing and communications plan to promote the school’s mission and values, manage the school’s website, social media, and other communication channels to ensure consistent and effective messaging, and create promotional materials, including brochures, newsletters, and advertisements.

Desired Skills and Attributes

- The ideal candidate who will be successful in this role should demonstrate:
- A leadership approach that reflects the school's culture and values of respect, responsibility, and resourcefulness.
- A strong commitment to the mission of Epiphany School and understanding of its programs.
- The capacity to collaborate and contribute thoughtfully to the work of the leadership team.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.
- An outgoing, warm personality and a genuine desire to engage in the school community at every level.
- An unwavering personal and professional commitment to diversity, equity, and inclusion coupled with the capacity to support others in this work.
- The ability to think strategically and utilize data and demographic information to develop and execute student recruitment plans.
- Excellent verbal and written communication skills and a public presence that is professional and engaging.
- An authentic love of children and passion for working in a school community.
- Proficiency in using technology and CRM systems (Blackbaud preferred).
- An enthusiasm for challenge, a strong work ethic, abundant energy, and a good sense of humor.
- Previous experience in enrollment management and admission; familiarity with the Seattle or Pacific Northwest region is desirable.



Compensation & Benefits

The salary range for this role is between \$130,000 - \$145,000 based on years of experience, education, skill, and internal equity in line with our school's Administrator pay scale. Alongside salary, Epiphany School offers a comprehensive benefits package including:

- Benefits stipend to put towards employee benefits including medical, dental, vision coverage, voluntary employee, spousal, and child life and critical illness insurance, accident insurance, voluntary short-term disability, and flexible health savings accounts
- Employer-paid monthly premiums for employee assistance program and long-term disability coverage
- 403(b) retirement plan with employer contribution
- 12 paid holidays
- 6 weeks of paid vacation and 2 weeks of sick leave
- Paid supplemental parental leave after 12 months of employment
- Professional development funding



TO APPLY

Interested candidates should submit the following materials in a single merged document, in the following order, **by November 8:**

- EC Candidate Summary Sheet (contact Tracy Bennett or Evan Hundley)
- Letter of Interest addressed to the Search Committee
- Current résumé
- A writing sample, such as a parent/guardian communication, newsletter, open house speech, blog, or article
- Contact information for five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)
- EC Disclosure Form (contact Tracy Bennett or Evan Hundley)

We encourage candidates to reach out to us for a preliminary conversation before submitting their materials.

The Search Committee expects to complete the search no later than January 2025 with a start date of July 1, 2025.

Please Address Inquiries to:

Tracy Bennett, Partner, Educators Collaborative

tbennett@educatorscollaborative.com - (425) 466-4748

and/or

Evan Hundley, Partner, Educators Collaborative

evanhtennis@gmail.com - (206) 930-9774

Epiphany School is committed to the Americans with Disabilities Act and the principle of equal access and opportunity in education and employment and full participation for persons with disabilities in all of its programs and services. Epiphany School is an equal opportunity employer and will not discriminate against any employee because of race, color, national origin, religion, gender identity, age, sex, marital status, political ideology, sexual orientation, physical or mental disability, military status, genetic information, or any other characteristic protected by federal, state, or local law.



**EPIPHANY
SCHOOL**

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