



CHIEF ENROLLMENT MANAGEMENT OFFICER SEARCH



EDUCATORS
COLLABORATIVE



SACRED
HEART

THE ACADEMY
HARDEY PREP

July 1, 2026 or
sooner

CHICAGO, ILLINOIS



THE SCHOOLS: THE ACADEMY & HARDEY PREP

Sacred Heart Schools, Chicago, is a vibrant, joyful, mission-driven independent Catholic school serving students from preschool through grade 8. Founded in 1876, Sacred Heart Schools includes Hardey Preparatory for Boys and Academy of the Sacred Heart for Girls which are independent, single-sex elementary schools serving approximately 515 students. A member of the international Network of Sacred Heart Schools, Sacred Heart is grounded in the 200-year tradition of the Society of the Sacred Heart and its five Goals and Criteria, which prioritize faith, intellect, service, community, and personal growth.

The school offers a rigorous, mission-driven education supported by a dynamic faculty, a passionate parent body, and exceptional facilities situated across the street from gorgeous Lake Michigan. With an emphasis on educating both the head and the heart, Sacred Heart instills in its students the values of intellectual curiosity, compassion, service, and leadership.

At Sacred Heart, every child is known and loved. It is this great work to which we educate. I invite you to walk through our doors and feel the energy, spirit and tradition of Sacred Heart.”

*— Meg Steele,
Head of Schools*





HISTORY & MISSION

Founded in 1876 by the Religious of the Sacred Heart, Sacred Heart Schools, Chicago, is one of the oldest independent schools in the city. Operating independently from the Archdiocese of Chicago, the school is sponsored by the Society of the Sacred Heart, a pontifical institute. For nearly 150 years, the school has carried forward the tradition of Sacred Heart education, balancing a forward-looking academic program with enduring values. Generations of families have entrusted Sacred Heart with the education of their children, creating a legacy of excellence and a community bound by faith, trust, and mission. Today, Sacred Heart continues to honor that heritage while innovating to meet the needs of students in a changing world.

The Network of Sacred Heart Schools includes 25 schools in the United States and Canada and approximately 150 schools across 40 countries. The Network was founded on the vision of Saint Madeleine Sophie Barat in 1800, with the conviction that education should form both intellect and character.

THE GOALS

1. *A personal and active faith in God*
2. *A deep respect for intellectual values*
3. *A social awareness which impels to action*
4. *The building of community as a Christian value*
5. *Personal Growth in an atmosphere of wise freedom*

Learn more about the [*Goals & Criteria*](#)





PRIMARY SCHOOL

Preschool-Senior Kindergarten

The Primary School provides Sacred Heart's youngest learners with a joyful and nurturing first experience of school in a coed setting. Grounded in play-based learning and the practice of *espacio* (daily reflection), the program fosters curiosity, independence, and empathy. Early literacy and numeracy skills are introduced in developmentally appropriate ways, with strong emphasis on social-emotional growth. Teachers partner closely with families to ensure each child is known, loved, and supported. The Primary division sets the foundation for a Sacred Heart education: an integration of academic preparation with values of kindness, responsibility, and respect.

"Education should not be limited to the confines of the classroom, but should extend to the whole of life."
—Janet Erskine Stuart, RSCJ

LOWER SCHOOL

GRADES 1-4

The Elementary division builds upon the Primary years, offering a challenging academic program that nurtures creativity, critical thinking, and collaboration. Students, now learning in single gender classrooms on a unified campus, explore a broad curriculum that includes language arts, mathematics, science, social studies, world languages, and the arts. With a focus on educating both head and heart, faculty cultivate habits of curiosity and perseverance while guiding students to take increasing responsibility for their learning. Community service, liturgical celebrations, and character formation are woven throughout daily life. Students develop confidence in their abilities, a sense of belonging within their classroom community, and a growing awareness of their capacity to contribute to the wider world.



MIDDLE SCHOOL Grades 5-8

Sacred Heart's Middle School challenges students to stretch academically, socially, and spiritually as they prepare for high school and beyond. The program combines rigorous academics with leadership opportunities, athletics, fine arts, and service. Students engage in a robust curriculum that emphasizes analytical thinking, effective communication, and ethical decision-making. They are guided to explore their interests while developing resilience and independence. Advisory groups and faculty mentorship support the social and emotional complexities of adolescence. Graduates of the Middle School leave with a strong academic foundation, a clear sense of personal integrity, and a readiness to thrive in secondary schools across Chicago and the nation.



CHICAGO

Chicago is a global city celebrated for its architectural beauty, cultural vibrancy, and rich diversity. Home to nearly three million residents, Chicago offers world-class museums, a thriving theater and music scene, championship sports teams, and a renowned culinary culture ranging from Michelin-starred restaurants to neighborhood favorites.

Sacred Heart Schools is located in the Edgewater neighborhood, known for its welcoming community, historic architecture, and proximity to Lake Michigan. Families enjoy access to miles of lakefront parks and trails, as well as the convenience of public transit and close connections to downtown.

With its combination of affordability, cultural richness, and community spirit, Chicago offers an unparalleled quality of life for professionals and families alike.





NOTABLE STRENGTHS OF SACRED HEART

Sacred Heart enters this next chapter from a position of mission-driven and programmatic strength. Families, faculty, and alumni consistently describe a school with a strong heart, excellent outcomes, and a deep sense of community. Key strengths include:

Mission and legacy – As Chicago’s oldest independent school, Sacred Heart combines a distinctive heritage with a vibrant, forward-looking mission rooted in faith, values, and whole-child education.

Academic excellence and outcomes – Graduates are well prepared for high school and beyond, consistently demonstrating the intellectual curiosity, character, and confidence cultivated at Sacred Heart.

Exceptional retention – Sacred Heart maintains a 94% retention rate, reflecting the quality of the student and family experience once families enroll. Parents consistently affirm that their children thrive here both academically and personally.

Student ambassadors and culture – Visitors consistently note the warmth, confidence, and character of Sacred Heart students, who are the school’s most compelling representatives.

Passionate parent community – Parents care deeply about the school and are eager to partner, volunteer, and serve as meaningful advocates.

Campus and programs – Sacred Heart’s facilities, athletics, arts, and library stand out among peer schools, providing students with opportunities for growth and enrichment beyond the classroom.

Experienced and collaborative leadership team – Sacred Heart benefits from a strong internal leadership group, committed to the school’s mission and to working collaboratively across divisions. Their stability and expertise provide a strong foundation for the next CEMO’s work.

Strong governance and financial stewardship – Guided by a dedicated Board of Trustees, Sacred Heart benefits from steady leadership, prudent financial management, and a clear commitment to sustaining the school’s long-term health and mission.

Alumni loyalty – Multi-generational families and a global Sacred Heart network strengthen the school’s reach and reinforce its reputation.



SACRED HEART SCHOOLS BY THE NUMBERS

- Founded: 1876
- Enrollment: 515, Pre-K - 8
- Student/Teacher Ratio: 7:1
- Specialty Activities & Clubs: 70
- Athletic Teams: 50
- Arts Participation: 100%
- Languages Spoken at Home: 37
- Financial Aid: 30%
- HS Placement: 97% admitted to their first choice high school
- Religious Affiliation: 50/50 Catholic/other faiths

CHALLENGES & OPPORTUNITIES

The next Chief Enrollment Management Officer will step into Sacred Heart at a moment of both promise and urgency. The school's mission, history, and community provide a strong foundation, while shifting market forces and recent enrollment trends call for renewed focus. Key opportunities and challenges include:

A moment of renewal – Sacred Heart's leadership and parent community are energized to support a new direction. Harnessing that momentum and turning it into sustainable systems will be critical.

Clarifying the school's messaging – Sacred Heart offers an outstanding academic program and a deeply rooted mission. The next leader will unify messaging across divisions and audiences to strengthen Sacred Heart's position in a crowded marketplace.

Demographic and competitive pressures – Chicago families have abundant options, from parish schools to highly competitive independent schools. The new CEMO must differentiate Sacred Heart in this environment while addressing demographic shifts that affect enrollment.

Parent and alumni energy – Sacred Heart's parents and alumni are enthusiastic advocates. The new leader will have the opportunity to activate this network intentionally and powerfully.

Operational capacity – Admissions work has sometimes been reactive rather than proactive. Building stronger systems for data tracking, funnel management, and cross-department collaboration will provide a foundation for sustainable enrollment growth.

Implement an enrollment management model – Moving from an admissions mindset to a comprehensive enrollment management approach will ensure that recruitment, retention, marketing, and community engagement are fully integrated into a cohesive strategy.

"The Sacred Heart community is known for its vibrancy and warmth.

We are committed to being a welcoming and inclusive community where talents are celebrated, and where each person is valued, cared for and respected. "

— Meggan Needham, SHS past parent and former trustee



LEADERSHIP PROFILE OF DESIRED SKILLS & ATTRIBUTES

Sacred Heart seeks a Chief Enrollment Management Officer who brings both strategic acumen and relational warmth. The successful candidate will be a values-driven leader who inspires confidence, builds trust, and creates authentic connections across the community.

At once a strategist and a storyteller, this leader will design a forward-looking enrollment plan rooted in data and market awareness while also serving as Sacred Heart's most compelling ambassador—someone whose charisma, accessibility, and integrity make families feel welcomed, known, and eager to join and remain part of the Sacred Heart story.

The successful candidate will demonstrate:

- Warmth, authenticity, integrity and values aligned to the greater mission of Sacred Heart education.
- An ability to connect with families, faculty, alumni, and prospective parents, building connections that create a sense of belonging, trust, and enthusiasm.
- A desire to serve as a bridge builder rather than a gatekeeper, engaging parents, teachers, and alumni as true partners and activating word-of-mouth advocacy as a powerful driver of enrollment.
- A sharp strategic mind capable of designing data-informed enrollment strategies rooted in market awareness and demographic trends and alignment with broader institutional strategy.
- Compelling written and verbal storytelling skills that resonate with families and differentiates Sacred Heart in a competitive marketplace.
- A polished, confident public presence that engages families, inspires faculty, and represents the school compellingly in both large groups and small settings.
- Collaborative leadership focused on mentorship, fostering professional growth and contributing thoughtfully to the senior leadership team.
- A balance of strategic vision with disciplined execution designing an enrollment experience that mirrors the care, quality, and attention students experience in the classroom.
- A style that addresses challenges directly, leads with integrity and drives measurable results with urgency and focus.
- Energy and enthusiasm with the stamina, adaptability and creativity to sustain momentum and execute with discipline.

**Values-driven Leader • Charismatic Relationship-builder • Savvy Strategist
Decisive Implementor • Compelling Storyteller • Confident Communicator
Energetic, Enthusiastic Connector**

TO APPLY

Candidates interested in this opportunity are asked to send a single merged PDF to Alex Maegdlin by **October 24, 2025**. Dossiers will be reviewed upon receipt.

- EC Summary Sheet (contact consultant for form)
- Letter of Interest addressed to the Head of Schools, Meg Steele
- Current résumé
- Writing sample
- A list of five or more professional references, with contact information (name, relationship to candidate, phone, and email)
- EC Disclosure Statement (contact consultant for form)

Alex Maegdlin, Educators Collaborative
amaegdlin@educatorscollaborative.com

COMPENSATION

Compensation and benefits are competitive for this role, with an annual salary of \$110,000-\$140,000 (dependent on experience).

THE SEARCH SCHEDULE

The Search Committee plans to identify a preliminary group of candidates to interview (virtually) in early November. From this group selected finalists will visit campus for in person interviews in mid-November. The Head of School plans to make a decision by December. Sacred Heart Schools is an Equal Opportunity Employer.



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