

Opportunity Profile



DARDEN SCHOOL
of BUSINESS

University of Virginia Darden School
Executive Director of Admissions and Financial Aid

Summer 2017

The Organization

From its founding by Thomas Jefferson, the University of Virginia (UVA) has been one of the world's top research universities, and for decades has been ranked either one, two or three among public universities in the United States.

UVA Darden School of Business offers a residential MBA, an executive and global executive MBA in the Washington, D.C. metro area and Charlottesville, several dual degree programs including the JD/MBA, MS in Data Science/MBA MD/MBA, MBA/Masters of Public Health, MBA.MS in Education among others, and a PhD program.

Darden has been ranked the number one educational experience in the world by the Economist magazine for six consecutive years, and the number three residential MBA school. Darden is the world's top rated business school campus and North America's only university location classified as a UNESCO World Heritage site. With [Top Ranked Faculty](#) and an ambitious [Dean](#), Darden is poised to optimize its presence in support of its mission to improve the world by developing and inspiring responsible leaders and by advancing knowledge. <http://www.darden.virginia.edu>



Thomas Jefferson Statue Overlooking Darden's Flagler Court

The Position

Position Executive Director of Admissions and Financial Aid

Location Charlottesville, Virginia

Reports to Senior Associate Dean for Degree Programs

Position Summary The Darden School of Business seeks an **Executive Director of Admissions and Financial Aid (ED)** for all degree programs. With strong momentum in the executive MBA and residential MBA formats, the ED joins Darden at an exciting time. Darden's residential MBA is ranked number 3 in the world, and best educational experience in the world for 6 consecutive years, by *the Economist* magazine. It has almost forty percent women and just over one-third international students, and an average GMAT score of 712 (class of 2018). The recent Washington, D.C. EMBA and GEMBA program has been highly successful with robust demand and an outstanding class, to build on the already well-established Charlottesville EMBA program.

The Executive Director will develop the strategy and direct the recruitment, evaluation, and selection of prospective students. The ED will exercise leadership and final decision-making authority over admissions strategies, finances, staff, and operations for degree programs.

Working closely with the Director of Financial Aid, the ED will ensure strong financial support and service is provided to admitted students, and to ensure proper protocols and compliance regulations are scrupulously followed.

As a key representative for the School, the Executive Director will serve on the Darden Student Services Group comprised of student affairs, career development, admissions, the registrar's office and financial aid, and may be called on to serve as the convener.

The Executive Director will be passionate about students and be an inspiring spokesperson for the critical role of business education in society.

Specific

Responsibilities

- Working with the dean, and the senior associate dean of degree programs to advance Darden's mission and standing.
- Yield a class (for all formats) that meets the School's goals with respect to high potential, fit with the School's educational approach, and diversity that enhances the development experience for all.
- Admitting classes for each degree format that are consistent with a top ten global business school.
- Developing, innovating, and scaling new programs (e.g., future year), and using analytical tools to make processes and outcomes better.
- Providing oversight to the financial aid department and director, ensuring strong financial aid programs, processes and service are provided to students while ensuring the financial aid director/department manages and adheres to compliance and regulatory processes.
- Monitoring the competitive landscape and adapting processes and value propositions accordingly.
- Optimizing financial aid, scholarships and budget for impact, including adhering to donor intent.
- Managing application review processes to ensure effectiveness and efficiency.
- Improve the selectivity of Darden's entering classes through marketing/outreach and yield activities and the effective use of financial aid.
- Overseeing and monitoring operational budgets, and ensuring confidentiality is respected.
- Keeping School leadership apprised of the current status of admissions results for students and abreast of important developments in the graduate management admissions field.
- Working to ensure compliance with the needs of third parties that track MBA admissions activity and thereby comprise an important external constituency.
- Collaborating with constituencies within the School outside Admissions to (1) enhance the effectiveness of Admissions services, programs and events and (2) align Admissions activities with all other aspects of the degree programs and the School.

- Developing strong relationships with alumni and other external constituencies that enhance departmental services and programs.
- Helping with fund-raising initiatives as appropriate.
- Establishing partnerships with other top global institutions of higher education, nongovernmental and public organizations and professional organizations.
- Partnering with corporations and other entities that sponsor or support graduate management education for their employees or members.
- Preparing and delivering presentations to Darden boards, the enterprise team, and UVA constituents.
- Supervising the department's administrative, professional and support staff in ways that produce outstanding results and creates and sustains an environment that fosters high engagement.
- Providing necessary data to the manager overseeing all aspects of key third-party evaluations of School performance.



*Darden's Goodwin Family
Grounds and Saunders Hall*

The Person

Professional Experience & Leadership Competencies

- Highly experienced and honed analytical capability to optimize scholarships, financial aid, and budget while balancing the various dimensions along which a class is evaluated to produce the best overall result.
- Substantial admissions and managerial experience at a high quality higher education institution, or an equivalent relevant recruiting or HR/talent experience in a top corporation or preeminent boarding school.
- A belief in the mission of Darden and UVA, and a student-centered mindset.
- Global awareness and understanding.
- An ability to create, develop and sustain a high performing team that delivers results and can effectively manage a complex and diverse organization.
- Understanding of graduate management education, and more generally admissions, recruiting, and financial aid issues.
- Ability to manage budget and audit/compliance processes and procedures.
- Marketing acumen and ability to use advanced analytics to target candidates and analyze outcomes.
- Skill at interviewing potential applicants and training others to do so.
- Relevant managerial and practitioner based expertise in the business world (e.g., professional services, marketing, etc.) at a high quality institution a plus.

Personal Characteristics

- Ability to engender trust among internal stakeholders (the dean, faculty, senior leadership, and key professional staff), and work highly effectively with stakeholders across Grounds.
- Ability to develop and build consensus around a clear and persuasive strategic plan to achieve excellence.
- Initiative to execute high quality actions using judgment and discretion.
- Innovative and forward thinking to develop and implement strategies to address the changing educational landscape.
- Poise, tact, and emotional intelligence to deal with people and sensitive issues.
- Attention to detail and ability to follow up.
- High energy and an ability to make compelling presentations.
- Willingness and capability to travel extensively.

Education

- Advanced degree (MBA preferred) or terminal degree.

The University of Virginia

The University of Virginia ranks as one of most important universities in the nation. A vigorous, modern, and student-centric institution, UVA is animated by the forward-looking spirit of its founder, Thomas Jefferson. A UNESCO World Heritage Site, the University was designed as a model for cross-disciplinary residential education that would cultivate the leadership and innovative thought needed for an emerging nation.

The University of Virginia has a distinctive mission among American public universities. Its commitment to undergraduate education and the liberal arts has been a guiding principle since its founding. From its beginning, UVA has served not just citizens of the Commonwealth, but also the nation and the world.

The University's eleven schools, many ranked at the top of their fields, offer more than 230 undergraduate and graduate degrees to approximately 15,000 undergraduates and 6,000 graduate students. The University has a total budget of \$2.59 billion, and an endowment of over \$6 billion. A second campus, located in the Appalachian Mountains, offers a liberal arts education to approximately 2,000 undergraduates.

UVA Health System, located adjacent to the main University, is a nationally-ranked academic medical center, comprised of the Medical Center, School of Medicine, School of Nursing, and the Claude Moore Health Sciences Library. The Medical Center includes a 600+ bed hospital, level-I trauma center, nationally-recognized cancer and heart centers, UVA Children's Hospital, and primary and specialty clinics throughout Virginia.

A "Research 1" university, UVA has strong partnerships with some of the world's largest companies across a wide range of industries. Sponsored research awards total more than \$285 million from all sources, including federal and state agencies, industry, and private foundations. Each year, UVA files nearly 200 reports of invention and brings innovative companies and products to market. The University has a large research park located near the Charlottesville airport.

The University of Virginia is currently ranked as the No. 1 public university value by *The Princeton Review*, No. 3 best national public university by *U.S. News and World Report*, and No. 2 best public college value in the nation by *Kiplinger. Investor's Business Daily* ranks UVA third in the nation in terms of annual return on investment based on cost of tuition and projected earning potential of UVA graduates. The University has a triple-A rating from all three major bonding agencies, who routinely extol its sound and prudent management. The University has over 215,000 highly successful alumni located in all 50 states and 172 countries around the world.

Charlottesville, Virginia

Charlottesville consistently ranks as one of the top places in the country for quality of life, and was recently named America's happiest city. Nestled amid the foothills of the Blue Ridge Mountains, the greater Charlottesville region offers visitors a thriving community and a lively scene for arts and culture. Replete with the history of three USA Presidents that hailed from nearby, Charlottesville is reminiscent of a Tuscany of the east coast, is surrounded by vineyards, microbreweries, and estates that make it one of the top wedding destinations in the US. Charlottesville has a vibrant and rapidly growing start-up and private equity and asset management ecosystem.

Just beyond city limits, quiet rolling hills and family farms complement city life within Albemarle County's more than 700 square miles of vibrant natural beauty, including Shenandoah National Park's Skyline Drive, ski resorts less than an hour away, and abundant history and heritage. Charlottesville is easily accessible with multiple daily Amtrak service to Washington DC, and enjoys its own convenient airport. The Richmond International Airport and Washington DC Dulles International Airport are about 60 and 90 miles away.

This juxtaposition of a bustling city and rural life creates a rich diversity in Charlottesville and Albemarle County. You see it in a rich array of vineyards and restaurants, where talented chef-owners can compete with restaurants in any major American city, blending traditional fare and regional favorites with flavors and influences from around the globe. The Charlottesville MSA has a population of just over 200,000 people.



Charlottesville's Downtown Pedestrian Mall

You hear it in the variety of music echoing from the John Paul Jones Arena, the Charlottesville Pavilion or Batesville Country Store, where free concerts fill the air with salsa, bluegrass, and every genre in between. This past year alone Charlottesville welcomed the Eagles, Paul McCartney, Fleetwood Mac, Stevie Wonder, Jason Aldean, and Luke Bryan, among many other headline acts. The Dave Matthews Band is from Charlottesville.

You feel it in the incredible sports scene provided by the University. Reigning national champions in men's soccer, baseball and tennis, and with top ranked teams in almost all Division I sports, UVA was awarded the Capital Cup for the best athletic program among USA universities, and UVA fans are passionate.

A wonderful place to raise a family, Charlottesville and Albemarle County have schools that are consistently ranked [top in Virginia](#).



View of the UVa Rotunda and the Lawn

Application/Nomination Information

Darden School of Business is partnering with UVA's Executive Search Group on this search. Initial screening of applicants will begin immediately and continue until the position is filled. Please direct all communications, including confidential inquiries, nominations, and questions to:

Senior Search Consultant and Recruiting Director

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Executive Director

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The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.