



INTERIM PART TIME DIRECTOR OF ENROLLMENT & OUTREACH

The Director of Enrollment and Outreach is responsible for managing and implementing an admissions process that effectively models the school's mission, values, and culture for all prospective families and students. Responsibilities include, but are not limited to:

Admissions

- Efficiently and accurately manage the admissions funnel from inquiry to enrollment including application review, interviews, and admissions decisions.
- Design and execute compelling events to promote the school and attract prospective families, including annual Open House events, information sessions, campus visits.
- Provide exceptional customer service to current and prospective families, addressing inquiries and concerns in a timely and professional manner.
- Maintain strong, collaborative working relationships with the Associate Heads of School to continually align on admissions process, student assessment, application review, events, and how to represent programs for prospective families.
- Oversee admissions website content.
- Establish, maintain, and grow relationships with feeder schools.
- Manage a robust team of student and parent volunteers to support recruitment and retention efforts, including tour guides, Welcome Committee, student speakers, and Open House volunteers.
- Manage admissions software platform to optimize prospect management, event registrations, and applicant communication and review.

Enrollment

- Assist Board of Directors in setting tuition and provide accurate information to families on tuition and support families with timely reminders and guidance in navigating the school's process.
- Develop and implement strategic retention strategies.
- Utilize admissions and enrollment statistics and data to track progress to goals, identify trends, and inform planning and decision making.
- Stay informed about trends and best practices in enrollment management, independent school education, and Jewish education to continuously improve recruitment and retention efforts.
- Guide the school to create goals that are aligned with nationally and local researched practices.
- Manage monthly Admissions newsletter for potential families.
- Lead matriculation and placement process.

- Partner with and support Parent Teacher and Friend Association to enhance recruitment and retention efforts..

Leadership Qualities:

- Demonstrated leadership, organization, strategic, and management skills along with outstanding interpersonal skills;
- Ability to model and to lead effectively in fostering a positive work environment;
- Is a self-starter and able to work independently in a fast-paced work environment
- Is a team player with an ability to balance a pursuit of academic and institutional excellence with compassion and caring for each individual;
- Excellent communication, listening, interpersonal skills;
- Exhibits reflective thinking and a both receive and provide honest and constructive feedback;
- Models a commitment to intellectual, moral, and spiritual growth and development.

Qualifications:

Proven track record in Independent School Admissions preferred but not required.

Benefits

Health and Retirement Benefits

PTO

Start time negotiable

Flexible hours/days

Salary: \$35,000-\$40,000 for the interim year, based on years of experience and hours.