



Director of Admissions & Enrollment Management

St. David's School in Raleigh, NC seeks a dynamic school leader to become the next **Director of Admissions and Enrollment Management**.

St. David's is a Pre-K through 12th grade school, serving 650+ students in Raleigh North Carolina. St. David's is an independent school in the Episcopal school tradition that prepares young men and women for college and life by challenging them to excel in the vital areas of faith, virtue, and knowledge.

The **Director of Admissions and Enrollment Management** is responsible for effectively communicating the mission, core values, and educational program of the school, and leads the implementation of a strategic vision for the school's long-term and near-term enrollment goals, overseeing all aspects of identifying, recruiting, assessing, enrolling and retaining students best served by the mission of St. David's School.

Well-suited candidates for this role:

1. **exude wisdom and sincere hospitality**
2. **resonate deeply with the mission and ethos of St. David's School**
3. **have a record of proven effectiveness in independent school admissions**
4. **contribute discerning innovation to recruitment/retention strategy**
5. **interact with a genuine spirit of flexible collaboration and a sense of humor**
6. **bring experience as a creative problem-solver and inspiring team-builder**

The Director of Admissions and Enrollment Management serves as a member of the leadership team, reports directly to the Head of School and works closely with other Department Directors, Division Principals, faculty and staff to deliver on our school's mission and strategic priorities.

This year-round position begins after June 1, 2023. Salary and benefits are competitive, and the work environment is collegial.

Specific Responsibilities Include:

- Preserve the mission and priorities of St. David's by recruiting and retaining students who will benefit from the school's unique mission, programmatic offerings and community culture.
- Track, analyze and interpret relevant Triangle-area market trends and conditions and develop forward-thinking, innovative admissions and enrollment policies, strategies and goals informed both by data and best-practice in independent school admissions.
- Strategically identify new target audiences and develop outreach plans for engaging them.
- Lead the Admissions staff in ensuring a warm, hospitable Admissions Office ethos with impeccable customer service.
- Actively support, empower and develop a team of highly competent Admissions staff.
- Develop and implement admissions processes that are logical, thorough, and efficient.



Director of Admissions & Enrollment Management

- Foster high ethical standards, integrity, and respect for colleagues, parents, and students throughout the admissions process.
- Strategically cultivate and equip St. David's ambassadors among current parents, students, employees, and other volunteers, mobilizing them to serve as an extension of the Admissions Office.
- Communicate clearly and enthusiastically to all constituents including staff and prospective students/families.
- Work closely with the Marketing and Communications Department to develop recruitment and retention communication methods that effectively reach *both* students and parents with the mission/values and unique benefits of the St. David's experience.
- Actively cultivate relationships with community members in the Triangle area, building a network of potential partnerships, donors and recruitment pipelines.
- Steward the admissions and enrollment management budget.
- Work closely with the Assistant Head for Finance and Operations and Business Office to manage processes associated with tuition assistance and scholarships.
- Serve on the leadership team, helping to shape institutional strategic priorities and ensuring the faithful delivery of the school's mission.
- Regularly provide reports to the board of trustees regarding admissions and enrollment management.
- Actively participate in the life of the school seeking opportunities to invest directly in the lives of students.

Requirements:

- A bachelor's degree; master's degree preferred
- Five to seven years of proven success in Pre-K-12 admissions, with experience successfully recruiting at three entry points (Pre-K, 5th/6th and 9th grades)
- Experience in a senior administrative role, preferably in admissions
- Experience with standard tools, processes, and NAIS best practice around testing and assessment
- Outstanding oral and written communication skills and diligent attention to detail
- An evident devotion to the Lord and a mature Christian faith
- A calling to invest in the lives of students and an imagination for contributing to a vibrant, connected school community.

All candidates are encouraged to visit the St. David's School website, stdavidsraleigh.org, to learn more about the mission and vision of the school.