

## **Westerly School Director of Admissions**

An integral member of the administrative team, the Director of Admissions is the lead ambassador for the School and provides leadership and strategic direction on issues related to student recruitment, admissions, enrollment management, retention, and financial aid. The Director is responsible for communicating a compelling story about Westerly's mission and goals, in order to draw, enroll, and retain mission appropriate students.

The Director of Admissions provides leadership and supervision to the Admission Assistant; collaborates on all aspects of the Financial Aid program; involves parents in admission and marketing activities; is chiefly responsible for the gathering, analysis, and presentation of information on attrition and retention, and for the related planning to address issues of attrition and retention; and oversees and manages the budget of the Admission Office.

Further, the ideal candidate should have an understanding of and a commitment to progressive education. We are seeking a skilled relationship builder who communicates well with students, parents, and colleagues, and has a professional, genuine, collaborative, and welcoming demeanor. Excellent skills in oral and written communication are required, as is the ability to achieve ambitious goals, meet deadlines, work independently and as part of a team, and handle multiple assignments in a busy environment.

Duties and Responsibilities include:

- Convey the school's mission to prospective families and the external community
- Design and implement strategies to increase and manage enrollment.
- Recruit new families to the Westerly community considering topics such as diversity, gender balance, and class size.
- Maintain personal relationships with prospective families throughout the admission process.
- Create and manage all internal/external admissions and marketing communication initiatives and materials, including: website, print/electronic, social media, etc.
- Develop, edit, and update brochures, pamphlets and other recruitment literature in keeping with the Admin Team.
- Coordinate all aspects of admissions including visits, evaluation, selection, enrollment, and communicating outcomes.
- Build and maintain strong relationships with the independent school community.

- Attend admission events and fairs.
- Oversee the admission office, admission and marketing budget, and appropriate admission and marketing materials, mailings and publications.
- Partner with faculty to ensure a fair and consistent admissions testing process.
- Maintain relationships with current families to manage retention.
- Participate as a member of the Financial Aid Committee.
- Prepare and maintain statistics on all aspects of the admission and re-enrollment program.
- Coordinate and participate in special events involving current and prospective families.

**Qualifications and Skills:**

- Bachelor's Degree
- A minimum of 3 - 5 years experience of relevant administrative experience
- Demonstrated strengths in interpersonal skills, collaboration, and initiative
- Excellent written and verbal communication skills

Westerly School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Applicants, please submit a cover letter, resume, and written letters of recommendation to:

Toni DiNapoli, Business Manager at [tdinapoli@westerlyschool.org](mailto:tdinapoli@westerlyschool.org) with "Director of Admissions - (your name)" written in the subject line.