DIRECTOR OF ENROLLMENT MANAGEMENT

Posting Date: February 3, 2020
Application Deadline: Open Until Filled
Start Date: TBD

About the School: Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves 654 students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students’ social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

Our Mission Statement: To inspire active, joyful learning while nurturing and challenging our students to develop the character, creativity, and skills to successfully navigate the future with confidence.

Summary:
This full-time, year-round position will develop a strategic vision that meets school-wide admission and enrollment growth. This person will lead the Admission team to realize that vision through the design and implementation of both a multi-year strategy and yearly tactical action plans. Serve as an internal and external “ambassador” for the school to prospective parents, current families and members of the faculty/staff.

Responsibilities:

- Develop long and short term enrollment management strategies informed by data and by the school's mission and institutional goals and activates the school community to meet annual admission goals in compliance with the NAIS Principles of Good Practice.
- Fostering high ethical standards, integrity, and respect for prospective students and families, colleagues, alumni, parents, and enrolled students throughout the admissions process.
- Serving as the key “brand ambassador” for the school and training school employees and volunteers on clear, consistent messaging about the school’s mission and educational program.
- Designing and improving admission-related operations and systems, including data-collection and analytics.
- Providing robust research and metrics for school leadership to review and use in support of institutional goals.
- Engaging the school community in support of the admission and enrollment process.
- Collaborating with advancement’s communication and marketing team to develop outreach materials which support the many facets of the school and admissions program.
- Leading and managing the financial aid program in order to meaningfully advance the school’s admission, enrollment and retention goals.
- Managing the re-enrollment process.
• Understanding issues of diversity, equity and inclusion at CWA and working to advance diversity and inclusion within the school.

• Identifying meaningful metrics and accurate reports that reflect the progress of the office and inform school strategy.

• Supervises, supports, and evaluates members of the admission team and fosters a strong culture of high performance, accountability, mutual support, and professional growth.

• Collaborates with the Head of School, Director of Development, and CFO to develop and manage financial aid program, strategy and tactics to allocate tuition assistance funds in support of multiple enrollment goals.

Qualifications:

• Bachelor’s degree, a master’s degree is preferred.

• Served as a Director of Enrollment, Director of Admission and Financial Aid or in a key leadership role at an independent school.

• Proven track record of using data analysis to inform successful enrollment strategies.

• Proven track record of successful leadership, collaboration, and innovation.

• Experience developing and implementing effective processes and systems to ensure goals are met.

• Understands the educational landscape in the Puget Sound and can speak compellingly to the value of independent school education.

• Possesses a growth mindset and uses feedback to improve themselves and the admission team.

• Aligned philosophically with Charles Wright Academy’s mission and commitments to students, families, and the community.

Salary/Benefits:

Salary is competitive and dependent upon background, and breadth of experience. Charles Wright offers a generous benefits package including medical/dental/vision, life and long-term disability, paid-time off and participation in the retirement plan, including an employer contribution once you meet eligibility.

Physical Requirements:

• Must be able to navigate the broad campus, including the ability to occasionally ascend/descend stairs.

• Must be able to move boxes weighing up to 20 pounds.

Application Process:

If you are interested, please send your resume and a letter of interest to CWA Human Resources via:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at address above.

No phone calls or inquiries, please.

Employment is contingent on the successful completion of a national background screening and fingerprinting process.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.