

Position: Director of Enrollment Management

Status: Full-time, 12 Month, Exempt

Reports to: Head of School

Level: Member of the School Leadership Team (Administration/Senior Leadership)

Website: ssesh.org

Location: Houston, TX

Start Date: July 1, 2024.

Salary and Benefits: St. Stephen's Episcopal School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other like-kind independent schools both locally and nationwide. Individual salary levels are market-competitive.

WHO WE ARE

St. Stephen's Episcopal School-Houston (SSESH) exists to help the world grow kinder and smarter.

The school was established in 1971 and is located in the diverse neighborhood of Montrose in Houston, Texas. We provide a progressive, cohesive, and globally focused education for students 15 months through 8th grade. Using Montessori principles, we encourage our students to become lifelong learners and influential global citizens. We aim to nurture each child's academic, creative, and spiritual potential. This mission is supported by a set of core values that foster individuality, service, curiosity, relationships, belief and a commitment to the future.

Community and relationships are vital to the culture of St. Stephen's. This is reflected in the school's intentionally small capacity of approximately 250 students. While the COVID-19 pandemic had a negative effect on enrollment, the school has grown steadily in recent years.

St. Stephen's is accredited by the American Montessori Society and the Southwestern Association of Episcopal Schools.

THE ROLE

The Director of Enrollment Management at St. Stephen's Episcopal School provides leadership in enrollment management, which includes admission, marketing and recruitment, and directing the process of attracting, enrolling, and retaining students at SSESH. The Director sets annual enrollment and admission goals and implements strategic marketing initiatives to achieve those goals. In addition, the Director of Enrollment Management works closely with the Directors of Communications and Community Engagement to monitor, collect, and assess data, and evaluate

the effectiveness of recruitment efforts, including social media, marketing and other emerging technologies. Successful candidates will promote and embrace a high level of communication and relationship-building with prospective families, including timely, effective and positive engagement with students and families throughout the entirety of their experiences with admission, financial aid, and registration.

The Director of Enrollment Management reports directly to the Head of School and serves on the School Leadership Team. In this capacity, the Director understands and informs the School Leadership Team about research, demographics, and other relevant enrollment trends. In addition, the Director of Enrollment Management attends Board of Trustee meetings when invited and may be asked to serve on other relevant committees of St. Stephen's Episcopal School.

The school shares a common campus and vision with St. Stephen's Episcopal Church and is about to embark on a multi-million dollar capital campaign to begin the first phase of its master plan.

DUTIES AND RESPONSIBILITIES

- Responsible for all enrollment management activities and budgets;
- Develops annual admission and enrollment plans with goals and objectives;
- Participates in the financial aid process;
- Manages new student enrollment and re-enrollment of current students by working in close connection with other members of the School Leadership Team;
- Works closely with faculty and staff on retention objectives and events;
- Maintains statistical and trend data related to admission and enrollment;
- Works closely with the Head of School and Director of Finance and Operations in developing an annual and multi-year financial aid plan that meets enrollment and net tuition revenue objectives;
- Manages the admission office;
- Participates on the School Leadership Team;
- Represents the school at events on and off campus;
- Directs the application process;
- Participate in the budgeting process;
- Working with the Director of Communications and Director of School and Community Engagement, create coordinated publications, social media and website material to ensure that all materials reflect the culture, mission, and strategic initiatives of the School;
- Collaborate with the Head of School and counsel on any necessary communications and other work;
- Actively support St. Stephen's Episcopal Church and School missions;
- Perform other duties as assigned by the Head of School.

QUALIFICATIONS

- Bachelor's Degree required, Master's degree preferred;

- A minimum of five years at an administrative level and a preference for admission experience;
- Strategic thinker and creative problem solver with the ability to see the big picture;
- Strong interpersonal, organizational, leadership and managerial skills;
- Experience using technology, including databases, spreadsheets, and Google Forms. Knowledge of FACTS SIS a plus, as well as experience using social media tools and techniques;
- Comfort with the use of data to make strategic enrollment management decisions and to create effective board reports;
- Experience in collaborating effectively with multiple constituencies;
- Knowledge of national and state issues related to independent school education policies and practices that influence enrollment management;
- Commitment to confidentiality and good judgment on sensitive matters;
- Energy, flexibility, warmth and a sense of humor;
- Excellent communication skills, both oral and written and ability to inspire others;
- Maintains utmost confidentiality, attention to detail and commitment to excellence;
- Professional demeanor;
- Demonstrated ability to work independently;
- Experience working with diverse communities and an ability to demonstrate cultural sensitivity;
- Commitment to further the missions and visions of St. Stephen's Episcopal Church and School;
- Ability to represent St. Stephen's in the broader community.

APPLICATION PROCESS

The application should include:

- A cover letter explaining your interest in this position at St. Stephen's Episcopal School;
- An updated resume or CV;
- A writing sample, this may include an article for a school publication or a written piece that demonstrates your skills and expertise;
- Three current professional references.

St. Stephen's Episcopal School will conduct a thorough background check and a review of each candidate's social media presence prior to finalizing any offer.

Candidates will be evaluated as credentials are received.

For consideration, please send your materials to Dr. Troy Roddy, Head of School, at trodgy@ssesh.org.

St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of gender identity, age, race, color, marital status, national or ethnic origin, and/or sexual orientation. St. Stephen's Episcopal School does not discriminate in its employment

decisions or practices on the basis of any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.