



RIVERSIDE

Presbyterian Day School

Riverside Presbyterian Day School Director of Admission

Riverside Presbyterian Day School, a PreK 3 – 6th Grade elementary school located in Jacksonville, Florida, seeks a full-time Director of Admission for the 2022-2023 school year.

The Director of Admission is responsible for managing the school's admission process from inquiry to integration into the school, overseeing all admission events, and working closely with the administrative team to promote the school in order to attract new families and retain current ones.

The Director of Admission manages the Assistant Director of Admission, reports directly to the Head of School, and is a member of the Administrative Team. Along with the Head of School, the Director of Admission establishes close working relationships with the Director of Finance and Operations, the Lower and Upper Division Directors, the Director of Marketing and Communications, and the Director of Advancement.

In achieving the mission to educate the mind, nurture the spirit, and foster the development of the whole child, Riverside Presbyterian Day School offers a balanced, challenging academic program that stimulates each child's intellectual curiosity and desire for lifelong learning. Recognizing the unique potential and worth of each child, the program is designed to encourage the development of self-esteem, initiative, and confidence. An inclusive community, RPDS offers a school climate that promotes respect for the values within our global society and fosters empathy, responsible citizenship, and service of others.

Responsibilities

- Direct and manage admission programs for recruitment, enrollment, and retention.
- Develop and maintain strong relationships with constituents, including partner schools, community organizations, and professional consultants.
- Plan and organize admission events and receptions for prospective students and families.
- Develop strategic goals and actions to achieve target enrollment.

- Cultivate relationships with community members, and collaborate with parent admission ambassadors.
- Work in partnership with the Director of Finance and Operations to award financial aid based on the recommendations of FACTS.
- Create, implement, and report on annual goals, objectives, and a plan of action for attracting and retaining students.
- Manage the daily operations of the Admission Office, including budget, database, files, correspondence, and mailings.
- Manage, guide, and evaluate Admission Staff (Assistant Director of Admissions).
- Collaborate closely with the Parents Association leadership and Parent Ambassadors.
- Undertake other duties and responsibilities as assigned by the Head of School.

Qualities:

- A visionary, charismatic individual with the knowledge, ingenuity, fortitude, passion, and decisiveness necessary to build strong relationships, promote the school, and advance its mission.
- Consistent professionalism with the capacity to partner with and to guide a wide variety of constituents.
- A spirited professional who encourages teamwork and motivates others for the good of the school, including committed and involved volunteers.
- A strong manager who leads by example and seeks to move projects and the school forward through creativity and cooperation.
- Extensive knowledge and experience with Independent School Admissions and Marketing.
- The ability to develop strategies, implement operational plans, meet goals, and pivot based on shifting priorities and circumstances.
- Excellent project management skills and the ability to manage multiple initiatives.
- Excellent writing and verbal skills, including the ability to present in front of large and small groups and communicate in a compelling manner on behalf of an organization.
- Passionate about the work and mission, highly organized, and extremely detail-oriented.
- Strong appreciation and understanding of a faith-based independent school environment.
- Ability to develop a rapport with all types of people to develop strong and meaningful relationships with prospective parents, current parents, faculty, and volunteers.

- A strong understanding of the independent school setting and the relationships among the advancement, marketing, communication, admissions, and finance functions in an independent school.

Qualifications:

- Bachelor's Degree (Master's Preferred)
- Experience with Blackbaud and/or other Admission related software
- A person of great integrity with a strong reputation in the community.
- Self-confident, poised, while at the same time empathetic, humble, and respectful.
- Accountable, honors commitments, and is forthright in communication and engagements.
- A creative out-of-the-box thinker who is both innovative and entrepreneurial
- A kind, empathetic, open-minded individual who has a deep-seated respect for all people.
- An extremely welcoming person with a strong moral compass and good sense of humor.
- Creative self-starter with a positive outlook who is approachable and available.
- An individual who is reliable, decisive, flexible, outcome-oriented, and performance-driven.
- An individual who will enthusiastically communicate the school's values, mission, programs, and educational philosophy.