Director of Admissions

Donna Klein Jewish Academy is a diverse and close-knit community of families across the spectrum of Jewish denominations with a common commitment to Jewish identity, heritage, and values. The school is located within the vibrant, 100-acre campus of the Jewish Federation of South Palm Beach County. The largest Jewish campus in the country, concern for safety is paramount with 24-hour security.

The Director of Admissions plays a critical role in managing the school's admissions process and ensuring the recruitment and enrollment process of qualified student applicants is effective and efficient. This position requires excellent communication and organizational skills, as well as a strong understanding of the school's mission, core values, and educational philosophy.

Key Responsibilities

1. Admissions Strategy and Planning
   - Develop and implement a comprehensive admissions strategy to attract and enroll students who align with the school’s mission and values.
   - Collaborate with the school’s administration to establish admissions goals and objectives.
   - Analyze admissions data, marketing trends, and competitor information to inform decision-making and refine strategies.

2. Recruitment and Outreach
   - Represent the school at various events to attract prospective students and their families.
   - Build and maintain relationships with the directors of feeder schools and other Jewish community organizations to promote the school’s programs and attract qualified students.
   - Work with the marketing team to develop outreach initiatives including marketing campaigns, advertising, open houses, information sessions, and campus tours.

3. Application and Selection Process
   - Manage the entire admissions process from inquiry and application review to committee decision and student enrollment.
   - Review and evaluate student applications including academic records, recommendation forms, standardized test scores, report cards, and psychoeducational evaluations.
   - Conduct interviews and assessments with prospective students to assess their fit with the school community and to determine whether they meet school standards.
   - Schedule day visits and principal interviews with prospective students and ensure that feedback and interview notes are included in the applicant's files.
   - Create admissions committees that are responsible for the analysis and review of prospective students.
   - Serve as the applicant’s advocate in presenting completed application files to the admissions committee so decisions can be made using standardized rubrics and other measures of assessing an applicant’s qualifications.

4. Enrollment and Yield Management
   - Develop and implement strategies to optimize student yield, working closely with the CFO to provide accurate enrollment projections.
Track and analyze enrollment data to identify trends, assess the effectiveness of recruiting and marketing campaigns and strategies, and make data-driven recommendations for improvement.

5. Admissions Office Management
   - Supervise admissions staff, providing guidance and support through the admissions process.
   - Oversee the maintenance and management of the admissions database, ensuring accurate and up-to-date information.
   - Manage the admissions budget, including allocation of resources for recruitment events and marketing materials and giveaways.

Qualifications and Skills

- Bachelor’s Degree (Masters Preferred) in Education, Business, or a related field
- Five to seven years of experience in admissions, preferably in a private Independent K-12 school
- Strong knowledge of a private prep school environment and admissions processes
- Excellent interpersonal, communication, and presentation skills
- Ability to build relationships and collaborate effectively with school administrators
- Strong organizational and time management skills, with the ability to handle multiple priorities and meet deadlines
- Proficiency in admissions software and database management systems (Blackbaud preferred). Experience with all aspects of Google Workspace and Zoom
- Familiarity with marketing and recruitment strategies for attracting prospective students
- Understanding of educational trends and best practices in college preparation

Benefits

Generous benefit package to include two weeks of paid vacation, 12 personal/sick days, Winter break, Secular and observed religious holidays including early release for Shabbat. Medical/Dental/Vision with shared premium costs, employer-paid life insurance, short-term and long-term disability, 75% Tuition Remission and 403b plan. Salary commensurate with experience.