The Greene School in West Palm Beach, Florida, seeks an experienced Director of Enrollment Management.

The Greene School is growing! Our knowledgeable and supportive faculty and staff are the heart and soul of the school. They understand the unique educational needs of high-performing students by personalizing classroom activities, providing project-based learning experiences, teaching soft skills to facilitate positive interactions, and connecting with their students. We seek individuals to join our faculty and staff committed to the student’s growth. The Greene School offers a competitive salary and benefits package with choice and flexibility to meet the needs of our employees.

In this role, the Director of Enrollment Management will play an integral role in the growth of the school.

Key Expectations of all Greene School employees:
- Demonstrates support of the school’s mission and policies
- Consistently models The Greene School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability.
- Takes initiative and ownership in displaying positive work ethic and behaviors and encourages this attitude in others.
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school

Qualifications:
- Prior experience in admissions counseling or a related field is highly desirable. Minimum of 5 years of experience in admissions, enrollment management, or a related field within an educational setting, preferably at an independent school.
- Proven track record of success in recruiting, evaluating, and enrolling students across multiple grade levels, from early childhood through high school.
- Experience in developing and implementing strategic enrollment plans to achieve school enrollment targets and foster a vibrant school community.
- Willingness to collaborate with all faculty and staff, including the Director of College Counseling to gain a strong understanding of the high school-to-college transition process and familiarity with college admissions requirements and procedures.
- Strong leadership abilities to oversee the admissions and growth of a team, establish admissions policies and procedures, and collaborate with school administrators, faculty, staff, and community stakeholders to support student success and enhance the admissions process.
- Ability to deliver exceptional service to prospective families and provide ongoing professional development opportunities.
- Effective leadership abilities to coordinate admission events, and develop strategic plans to meet enrollment goals.
- Excellent written and verbal communication skills to effectively articulate the school's mission, values, and educational programs to prospective families, donors, and community stakeholders.
- Ability to cultivate positive relationships with families, address inquiries and concerns promptly, and represent the school at admissions events and community outreach initiatives.
The Greene School

- Outstanding interpersonal skills to engage with prospective students and families, understand their needs and aspirations, and provide personalized guidance throughout the admissions process.
- Empathy, warmth, patience, and cultural sensitivity to work with a diverse student population and address individual challenges and barriers to enrollment.
- Exceptional organizational skills to manage multiple tasks, admissions timelines, prioritize deadlines, application processes, maintain accurate records and documentation related to admissions applications, and enrollment data and student information accurately and efficiently.
- Attention to detail and the ability to maintain confidentiality while handling sensitive student information and admissions records.
- Proficiency in admissions management systems, database software, and digital communication tools to streamline admissions processes, track applicant data, and generate reports for analysis and decision-making.
- Familiarity with marketing platforms and social media channels to enhance recruitment efforts and promote the school's brand in the local and global community.
- Willingness to stay informed about current trends and best practices in admissions counseling, higher education, and educational technology through ongoing professional development, conferences, and networking opportunities.

Responsibilities:

- Develop and implement strategic enrollment plans to attract and retain a diverse student population aligned with the school's mission and educational goals.
- Oversee all aspects of the admissions process, including inquiry management, campus tours, interviews, testing, and enrollment contracts.
- Collaborate with school leadership to establish admissions policies, tuition assistance programs, and enrollment criteria consistent with the school's values and objectives.
- Lead admissions meetings, provide guidance and support to staff and ensure adherence to best practices and ethical standards.
- Represent the school at admissions events, open houses, school fairs, and community outreach initiatives to promote the school's programs and engage with prospective families.
- Analyze admissions data, track enrollment trends, and generate reports to inform decision-making, identify improvement areas, and evaluate recruitment strategies' effectiveness.
- Cultivate relationships with feeder schools, educational consultants, and community organizations to enhance the school's visibility and attract prospective students from diverse backgrounds.
- Collaborate regarding marketing and communications to develop admissions materials, website content, and digital campaigns that effectively communicate the school's value proposition and unique offerings.
- Serve as a resource and advocate for prospective families throughout the admissions process, addressing inquiries, providing guidance on financial aid options, and facilitating a smooth transition to the school community.
- Stay informed about industry trends, best practices, and regulatory requirements related to admissions, enrollment management, and educational technology through professional development opportunities, conferences, and networking events.

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Education and Experience:

- A bachelor's degree in education, counseling, psychology, or a related field is required. A master's degree or higher level of education is preferred.
- Specialized coursework or certification in admissions counseling, educational leadership, or enrollment management is desirable.

Job Type: Full-time

Salary: Commensurate with experience

Benefits: Health, Dental, and Vision Insurance. 401K

Contact - Email: wlogsdon@thegreeneschool.com  Attention: Mr. Wesley Logsdon, Assistant Head of School