



Director of Admissions

Seacrest Country Day School, a PS-12th grade independent, college preparatory school in Naples, Florida, is seeking an experienced Director of Admissions. The ideal candidate will enjoy supporting, developing, and implementing admissions strategies consistent with the Seacrest mission, values, and initiatives.

Seacrest retains and recruits dynamic educators who value collaboration and partnerships, seek new, mission-appropriate methodologies, and love working with children.

Founded in 1983, Seacrest provides a safe, student-centered environment to educate a diverse community of students to become lifelong learners who pursue academic and personal excellence, physical well-being, creative achievement, and a commitment to social responsibility.

Our Mission: Seacrest Country Day School is committed to fueling intellectual engagement, teaching ownership of the educational experience, cultivating quality of character, and inspiring students to lead lives of significance.

Position Summary:

Seacrest Country Day School is committed to seeking a dynamic, team-oriented and organized Director of Admissions to support the growth of our school. This position represents and markets our school to current and future families and the community. The ideal candidate will be a creative leader in admissions, recruitment, and retention.

Common Qualification Requirements:

- A Bachelor's Degree or higher
- A minimum of 5-7 years of experience in admissions and/or communications and marketing, preferably in the nonprofit sector.
- Excellent interpersonal, written and verbal skills as well as proven ability to work with colleagues and stakeholders at all levels
- A very high level of energy, creativity, and flexibility
- An understanding of the independent school culture
- The ability to both lead and execute
- Strong organizational, interpersonal, networking, and management skills; working both independently and within a team environment
- Provide solutions to complex issues, exercising good judgment and decision making.
- Has the ability to work well under pressure, think creatively, and problem solve
- Willing to think strategically and innovate to develop admissions and retention efforts
- Confidential, able to keep sensitive information regarding applicants and families completely confidential
- Work with members of leadership and faculty to organize specific retention efforts at key grade levels
- Data management of admissions, enrollment, inquiries, applicants, and retention
- Inspire the community to participate in admissions events including; individual and group tours, student shadow visits, student observations/testing/interviews, and parent to parent conversations.

Compensation and Benefits

This is a 12-month, full-time position. Full-time employees are eligible for our competitive benefits package, which includes medical, dental, vision, disability, AD&D, life insurance, AFLAC ,and Seacrest's 403(b) retirement program.

- Seacrest Country Day School is an equal-opportunity employer.
- Fingerprinting and background checks are a required part of the Seacrest employment eligibility process.