



Director of Graduate Support

Position Summary

Gesu School, a Jesuit elementary school serving students in Pre-K through Grade 8, seeks a mission-driven and dynamic Director of Graduate Support to lead and strengthen programs that support students beyond graduation from Gesu. Reporting to the Vice President of Mission, Identity, and Inclusion, the Director of Graduate Support is responsible for guiding students and families through the high school placement process, supporting alumni through high school and college completion, and fostering lifelong relationships between graduates and Gesu School.

Grounded in the Jesuit tradition of *cura personalis* (care for the whole person), the Director serves as an advocate, mentor, and resource for students, families, alumni, schools, colleges, and community partners. The successful candidate will demonstrate a deep commitment to educational equity, student achievement, relationship-building, and the mission of Gesu School.

This is a full-time, 12-month leadership position.

Primary Responsibilities

High School Placement and Transition

- Lead the high school placement process for eighth-grade students and families.
- Educate students and parents about high school options, including independent, Catholic, magnet, charter, and boarding schools.
- Conduct Gesu School “Parent Academy” sessions with families (grades 6-8) with parents; drive student / parent participation in high school admissions events.
- Develop and maintain strong relationships with admissions professionals, counselors, and administrators at partner high schools.
- Advocate for Gesu students throughout the admissions and financial aid process.
- Coordinate annual high school fairs, admissions events, and informational workshops.
- Maintain an annual admissions calendar outlining key deadlines, visits, testing dates, and financial aid opportunities.
- Support students and families throughout the transition from middle school to high school.
- Coordinate, with Gesu School Development Team, the Howley Scholars program.

Graduate Success and Student Support

- Monitor alumni academic progress and well-being throughout high school and college.
- Conduct regular visits to schools attended by Gesu graduates to meet with students, counselors, and administrators.
- Identify and coordinate academic, social-emotional, and enrichment supports for graduates when needed.
- Develop intervention plans for students experiencing academic or personal challenges.
- Track and analyze student outcomes, including retention, graduation, and postsecondary enrollment.

College Access and Postsecondary Success

- Collaborate with high school counselors to support alumni throughout the college search and application process.
- Provide workshops for students and families on college admissions, SAT/ACT preparation, financial aid, FAFSA, scholarships, and career exploration.
- Organize college awareness activities, campus visits, and annual college tours.
- Support alumni through the transition to college and other postsecondary pathways.
- Maintain regular communication with college students and conduct outreach to support persistence and graduation.
- Analyze and report college enrollment, persistence, and completion data using National Student Clearinghouse and other available resources.

Alumni Engagement and Community Building

- Develop programs that strengthen alumni (high school, college, etc.) connections to Gesu School.
- Coordinate alumni events, reunions, service opportunities, mentoring initiatives, and networking programs.
- Engage alumni through social media, newsletters, and other communication platforms.
- Create opportunities for graduates to return to Gesu as mentors, speakers, volunteers, and role models.
- Partner with the Development and Marketing & Communications teams to highlight alumni accomplishments and success stories.

Data Management and Strategic Reporting

- Maintain a comprehensive alumni database, including contact information, educational attainment, career placement, and history of engagement.
- Collect, analyze, and report data related to high school placement, high school graduation, college enrollment, persistence, and completion.
- Prepare reports and presentations for school leadership, board committees, donors, and other stakeholders.
- Utilize data to evaluate program effectiveness and inform strategic planning.

Partnerships and Institutional Advancement

- Collaborate with local schools, colleges, universities, community organizations, and employers to expand opportunities for Gesu graduates.
- Build partnerships that provide internships, career exploration, scholarship opportunities, and mentorship experiences.
- Participate in professional networks, including the Jesuit Schools Network and NativityMiguel Coalition.
- Support alumni philanthropy initiatives in partnership with the Development team.

Qualifications

Required

- Bachelor's degree required; Master's degree preferred.
- Minimum of 3–5 years of experience in college access, student success, alumni relations, counseling, education, or a related field.
- Strong commitment to the mission and values of Jesuit education.
- Excellent interpersonal, organizational, and communication skills.
- Demonstrated ability to build relationships with students, families, educators, and community partners.
- Experience managing data and maintaining detailed records.
- Proficiency in Microsoft Office, Google Workspace, and database systems.
- Valid driver's license and reliable transportation for local travel.

Preferred

- Experience working in an urban school environment.
- Familiarity with National Student Clearinghouse reporting and student outcome tracking.
- Experience with alumni or constituent relationship management systems.
- Knowledge of financial aid, college admissions, and educational access programs.

Core Competencies

- Mission-centered leadership
- Student advocacy
- Relationship building
- Cultural competence
- Strategic thinking
- Data-informed decision making
- Program development and management
- Public speaking and presentation skills

Physical Requirements

- Ability to travel regularly throughout the Philadelphia region.
- Ability to attend occasional evening and weekend events.

General

The Director of Graduate Support is an executive level position that reports directly to the Vice-President of Mission, Identity, and Inclusion. He/she will also work closely with the principal, school counselors and the development team. This role requires significant local travel.

Candidate must have car and valid

Please email BOTH a cover letter and resume to Carolynn Thompson at carolynn.thompson@gesuschool.org. Applications without a cover letter will not be accepted.

Compensation

Salary is competitive and commensurate with experience and qualifications.

About Gesu School

Gesu School is an independent Catholic school serving children and families in North Philadelphia. Rooted in the Jesuit and IHM traditions, Gesu is committed to providing a transformative educational experience that develops the whole child spiritually, academically, socially, and emotionally. Through the generosity of donors and partners, Gesu creates opportunities that empower students to succeed in school, in college, and in life.

Equal Opportunity Statement

Gesu School is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected by law.