



Job Posting: Director of Admissions

[Cristo Rey Jesuit Seattle High School](#) seeks a student-centered Director of Admissions as we welcome our third cohort of 9th graders and 10th grade transfers. We are looking for a mission-driven individual who can start the position soon to help maintain our new school's remarkable momentum. We encourage professionals from a range of backgrounds and experiences to apply for this position.

About Cristo Rey Jesuit Seattle High School (CRJS):

CRJS opened in 2024-25 as a 9-12 Catholic school educating young people of limited economic means and all religious faiths to become "people for others." Through a rigorous college-prep curriculum, integrated with professional experience and spiritual development, students graduate empowered to succeed as scholars and citizens. CRJS is a part of the [largest network of high schools](#) in the US exclusively serving low-income youth, as well as a proud member of the Jesuit Schools Network.

Salary: \$105,000 - \$115,000 annually, depending on experience.

Benefits: Employees of CRJS enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, and generous paid time off.

Position Summary

The Director of Admissions recruits and enrolls new students and is responsible for meeting the annual enrollment goals set by the President. As the first point of contact for students, parents and community members, the position requires a commitment to the Cristo Rey mission, a passion for expanding our program for underserved students, and the ability to manage both data and relationships with students, families, colleagues, volunteers, school, church, and community leaders. The Director must be highly organized, flexible, creative, hard-working, inspiring, and able to maintain confidentiality.

What You'll Do

- Build external relationships to recruit students who fit the Cristo Rey student profile with middle high schools, community organizations, employers, groups and nonprofits serving youth and parents.
- Effectively manage the Student Enrollment Coordinator.
- Represent CRJS to potential students at schools, church services, and community gatherings.
- Report progress to the President, Principal, and Board, conduct effective team meetings and one-on-ones, provide subject matter expertise and support to direct reports, set and manage annual budget.
- Develop and execute recruitment strategic plans with internal and external stakeholders while balancing ongoing recruitment efforts with time-sensitive Admissions tasks.
- Work with Director of Marketing to develop strategies and assist in the design of ads, mailings, social media, and other publications to promote CRJS.
- Manage student interview process.
- Plan and execute well-organized outreach programs such as Open Houses, Shadow Days, EXPO Night, new student celebrations, and other promotional events.
- Ensure accurate and timely communication with prospective students and their families.
- Assist families through the financial aid process, including the completion of income verification.
- Share with the Enrollment Coordinator the responsibility for maintaining databases and assembling materials for mailings to schools and prospective students.

- Model appropriate and ethical behavior and professionalism for the student population.
- Maintain student transportation rosters and documentation for the Shuttle Hub system.
- Work closely with the VP of Finance to manage student contracts and re-enrollment process.
- Prepare and deliver data-driven reports for the President, Board of Directors and Cristo Rey Network.
- Participate in Cristo Rey Network and Jesuits West programs for Admissions Directors.
- Some nights and weekends are required.
- Other duties as assigned.

Who You Are

- Bachelor's degree required; bilingual skills preferred.
- Knowledge and understanding of the communities served by CRJS. Ability to serve economically disadvantaged, racially and religiously diverse students and their families with patience and humility.
- Experience in recruitment, non-profit management, marketing, student services or related fields.
- Proven track record of building relationships with community stakeholders.
- Ability to analyze admissions data and funnel and to incorporate that data into strategy.
- Excellent verbal and written communication and interpersonal skills.
- Ability and flexibility to thrive in a fast-paced, entrepreneurial school environment.
- Highly collaborative, dynamic leader with the ability to manage professional relationships with a variety of stakeholders.
- High ethical standards and the ability to convey a positive public image, in the best interests of CRJS.
- Absolute trustworthiness and confidentiality.
- Ability to inspire, lead and work collegially with faculty and staff.
- Detail-oriented, with the ability to manage CRJS staff, students, and volunteers effectively.
- A deep belief that all students deserve access to high-quality education and work experience.
- Valid driver's license and a good driving record. Reliable transportation to recruiting sites is required.

How to Apply:

Qualified applicants from a wide variety of backgrounds, and a passion for Cristo Rey's mission, are encouraged to apply by November 2, 2026. If we receive a number of qualified applicants before November 2, we will begin the interview process earlier.

Learn more about [what we value](#) in our employees.

When your application is complete, please upload the following materials [HERE](#).

Résumé, including educational and work experience, and LinkedIn information.

1-page Cover Letter describing your interest in serving as Director of Admissions.

Names and contact information of three professional references.

Equal Opportunity Employer:

Cristo Rey Jesuit Seattle High School encourages applicants from a wide array of fields, experiences, and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. CRJS will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, gender, marital status, citizenship, veteran status, sexual orientation, genetic information, religion when it is not a requirement for the position, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.