



# SOUTHERN TEACHERS

A G E N C Y

## Director of Admissions The Steward School Richmond, Virginia

[stewardschool.org](http://stewardschool.org)

**Southern Teachers** is assisting The Steward School as it seeks a Director of Admissions to manage all aspects of the JK-12 admissions process in an effort to increase student enrollment while maintaining commitment to the mission and philosophy of the school. Reporting directly to the Head of School, the Director of Admissions is a member of the executive council and serves on various school committees, all in support of the school's programs, policies, and curricula.

The Director of Admissions manages the Admissions Department; oversees the admission process from inquiry to application to enrollment; and maintains a warm, welcoming, and efficient operation. Working with the Assistant Director and Admissions Associate, the Director is responsible for ensuring efficient responses to inquiries and effective management of applicant files; providing campus tours; coordinating the assessment of all applicants; managing scholarship and grant applications; and continuously evaluating processes, programs, and events. He or she establishes and organizes the Lower, Middle, and Upper School Admissions Committees; facilitates the transition for new families; manages recruitment and training of volunteers; oversees the calendar of admissions events; and develops and implements new programming and activities to increase interest and yield. The Director communicates with and reports to the Head of School, the Board of Trustees, and faculty and staff on matters pertaining to enrollment information and statistics as well as current admissions trends and demographics. He or she works collaboratively with other departments to maintain the admissions website and digital and print marketing materials; manage reenrollment; cultivate community relationships; support international student recruitment and enrollment; and host admissions events. Additionally, the Director develops and maintains relationships with feeder schools and community organizations and attends professional conferences and events.

The ideal candidate will have a master's degree; prior experience as a director or assistant director of admissions; and warmth, enthusiasm, and geniality. He or she will be a leader who communicates effectively; builds trust; is accountable; meets deadlines; understands the need for growth; and is receptive to feedback. Applicants must be skilled in Blackbaud/Education Edge (or similar CRM) and Microsoft Office including PowerPoint, Word, Excel, and Google Docs.

Founded in 1972 and located on 37 acres in Richmond, Virginia, The Steward School serves 645 boys and girls in grades junior kindergarten through twelve. Its stunning campus has six academic buildings, a center for the arts, a world-class athletic center, four athletic fields, a state-of-the-art baseball stadium, and eight tennis courts. The school's Bryan Innovation Lab is a cutting-edge, 21st-century, problem-solving environment. Steward is designed to help students reach their educational goals – all while harnessing their individual abilities.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2019.