



SOUTHERN TEACHERS
A G E N C Y

**Director of Enrollment Management
Holy Trinity Episcopal School
Houston, Texas**

hteshouston.org

Southern Teachers is assisting Holy Trinity Episcopal School (HTES) as it seeks a dynamic and pioneering Director of Enrollment Management. Reporting to the Head of School, the Director will assume a crucial position in the school community as they advance the mission and vision of the School with their efforts in recruiting, enrolling, and retaining students.

The Director of Enrollment Management will develop and implement a strategic, mission-driven enrollment management plan designed to achieve both short-term and long-term enrollment goals; collaborate with the Head of School to design and administer an effective and sustainable financial aid strategy; and guide the development of the school's strategies for marketing, communications, admission, enrollment, and student retention in ways that are consistent with the school's mission. He or she will research and analyze emerging local, regional, and national demographic trends that affect independent school enrollment; nurture a community-wide focus on best retention practices; establish a dynamic, relationship-centric ambassador program; and assist the Head of School with projects and events related to enrollment management and advancement.

The ideal candidate will have an advanced degree and enrollment management experience in independent schools. He or she will communicate effectively with various constituents including faculty, staff, parents, and students; demonstrate excellent analytical, organizational, and problem-solving skills; and possess strong presentation abilities. The Director of Enrollment Management should also be committed to diversity and inclusion.

Founded in 1994, Holy Trinity Episcopal School (HTES) serves approximately 100 students from grades prekindergarten through twelve. HTES aims to prepare students for higher education and a meaningful life experience through a program emphasizing academic excellence, spiritual development, and social responsibility, all in a diverse community which values every individual. As young students mature into strong, independent learners, the faculty strives to challenge each student to find their passion and begin a path to fulfill their calling. Students complete an enrichment project each year as a culminating event, which seeks to encourage a love of learning while allowing students to explore areas that inspire deeper inspection. In the Upper School, students take classes at a local community college as part of a dual credit program, allowing each HTES graduate to leave school with an Associate's Degree in addition to their high school diploma.

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 January 2019.