Southern Teachers is assisting Madeira School in its search for a Director of Admissions to develop and implement an admissions program that recruits, selects, and enrolls mission-appropriate students. Reporting directly to and collaborating with the Director of Enrollment Management, the Director will oversee the admissions operation.

The Director of Admissions will serve as an external representative of Madeira School by participating in recruiting events in key markets both domestically and internationally and making presentations to alumni and other school constituents. He or she will assist the Director of Enrollment Management in developing a data-driven departmental strategy and admissions marketing plan. The Director will help coordinate admissions events, respond to admissions inquiries, interview and provide ongoing counsel to prospective families and girls regarding the admissions process and test-taking strategies, and review applications. He or she will assist with the management of the admissions office, including staff supervision and training; and updating electronic and print communications. The Director will engage in school life by serving as an advisor.

The ideal candidate will have a bachelor’s degree and at least three years of admissions and management experience; the ability to work independently and as part of a team; superior interpersonal, communication, and organizational skills; and proficiency in basic management systems and computer applications. The candidate must be willing to travel both domestically and internationally. He or she must have a customer-service orientation and an appreciation of boarding and single-sex education.

Founded in 1906, Madeira School is an independent, college preparatory, boarding and day school for girls grades nine through twelve. Located in McLean on a 376-acre wooded campus 12 miles from the center of Washington, DC, Madeira serves 324 students from 32 states and 18 countries. Madeira’s ambitious academic curriculum emphasizes both content and skills in the context of a college-prep liberal arts education.

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 2020.