Southern Teachers is assisting St. Agnes Academy-St. Dominic School (SAA-SDS) as it seeks a Director of Admissions who will be responsible for SAA-SDS’s full enrollment strategy, creating plans in collaboration with the school’s leadership, faculty, and stakeholders. This energetic, people-oriented leader will report to the Vice President of Advancement.

The Director serves as a model and resource for the school’s Four Pillars of Study, Prayer, Community, and Service in both behavior and communication and as a key brand ambassador for SAA-SDS in the community. He or she works with each school’s Dean and faculty to coordinate onboarding of new families, re-enrollment processes, and retention efforts and works with the Marketing and Communications team to increase awareness about SAA-SDS in the greater Memphis community. The Director leads the Admissions team; gathers and analyzes enrollment data to identify needs and design strategies; attends school events to create a cohesive presence with faculty and students; engages in professional learning; supports school policies and the teachings of the Catholic Church in word and action; and serves in other capacities as needed.

The ideal candidate will be a strategic thinker with experience in independent school or college admissions and a deep knowledge of enrollment management, including budgeting for educational initiatives. He or she will be a continuous learner with a demonstrated commitment to innovation and improvement; a brand champion and an enthusiastic school ambassador; and a savvy producer and user of data to inform strategy and improve operations. The Director must be an effective communicator who collaborates to create welcoming relationships with new families from first point of contact through graduation and beyond; an effective organizer who manages multiple tasks and keeps track of short and long-term goals; and an inspiring leader committed to each team member’s growth and to building a strong, diverse student body. Flexibility, energy, high expectations, a sense of humor, and high moral and ethical values are essential.

The Dominican Community of Schools is an independent PK2-12 school where Catholic faith and the Four Pillars of Dominican tradition (Study, Prayer, Community, and Service) are at the core of everything the school does. St. Agnes Academy, created just for girls, and St. Dominic School, designed distinctly for boys, are part of a caring and diverse community where every student belongs.

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 as soon as feasible upon hire.