Southern Teachers is assisting Tower Hill School in its search for a creative leader in admission, recruitment, and retention to serve as its next Director of Upper School Admission. Reporting to the Director of Advancement and Enrollment Management, the Director will lead a collaborative effort to ensure that Tower Hill meets enrollment objectives and retention efforts while maintaining its mission and institutional goals.

Responsible for all aspects of the admissions process for grades nine through twelve from inquiry through enrollment, the Director of Upper School Admission leads, develops, and implements short and long-term recruitment efforts. He or she creates a positive work environment with admission staff and communicates clearly regarding responsibilities, practices, and feedback; co-manages the admissions budget; maintains the school’s admissions statistics; supports the financial aid process; and coordinates the systematic and efficient handling of applications so that the process supports and honors the student and their family. The Director oversees the selection process of new students including the work of the admissions and financial aid committees, manages parent and student expectations, and delivers admissions decisions in an honest, caring, and diplomatic manner. He or she represents Tower Hill and serves as the face of the Upper School to the broader community, communicating the mission and engaging and informing parents and students about the school and the benefits of a Tower Hill education in individual, small, and large-group settings. The Director cultivates relationships with local schools, consultants, admissions directors, and organizations; leads inclusive outreach efforts to draw families from diverse backgrounds; and creates networking opportunities. He or she helps develop admissions materials, events, and marketing practices; inspires the school community to actively participate in admissions events including tours, student shadow visits, Open Houses, testing and interviews, parent-to-parent connections, and individual family conversations; and leads a communications plan with prospective families to move them from inquiry to enrollment.

The ideal candidate will be a passionate and stalwart promoter of Tower Hill School who has a can-do spirit, a warm, collaborative nature, and three to five years of admission experience. The school is seeking a team player with exceptional communication and interpersonal skills, outstanding writing and public speaking skills, and superior organization and prioritization skills. The Director will have the ability to interact comfortably with a variety of people and have genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators.

Located on a beautiful 44-acre campus in northwest Wilmington, Tower Hill serves about 815 students age three through grade twelve and is considered one of the top academic schools in the region. Every day, students, faculty, and staff are challenged to live the school motto—*Multa Bene Facta* (Many Things Done Well)—bringing the best of themselves to all that they do.

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 2022.