Southern Teachers is assisting Sidwell Friends School with its search for a Director of its Admissions and Financial Aid Department, located on the DC campus. The Director supports the Assistant Head of School for Enrollment Management and Financial Aid in the areas of research, financial aid management, data organization, communications, and enrollment preparation processes and works closely with colleagues, students, parents, and constituency groups to promote the school and help manage all aspects of the admissions process from inquiry to enrollment. The Director will be an active member of the community who intimately understands Sidwell’s program and mission.

The Director plans and implements programs to recruit, enroll, and retain qualified students; represents the school at admissions events on and off campus; develops relationships with schools and student-serving organizations across the DC, Maryland, and Virginia area; analyzes enrollment trends; evaluates policies and procedures to ensure that admissions operations can support and be responsive to over 850 applicants per year; and helps create new recruitment strategies. He or she must be able to work comfortably with enrollment software and student information systems and be a nimble user of broader technology.

Candidates should have at least five years of admissions experience and a demonstrated commitment to admissions as a profession—or significant experience in similar educational settings and/or expertise in management, communications, advancement, or marketing. They must have exceptional organization, time management, and communication skills; a commitment to inclusivity and an appreciation for broad diversity; a personality that is enthusiastic, proactive, outgoing, and warm; a desire to know and care for students and their wellbeing; and a strong work ethic. They must be able to maintain confidentiality; process and present data in a clear, focused manner; understand the goals of Friends education and independent schools; and articulate the school’s unique aspects to a diverse group of prospective families. The Director must have a proven ability to cultivate relationships with internal and external constituents of Sidwell Friends and a desire to work diligently and strategically to grow that group.

Founded in 1883, Sidwell Friends is a co-educational Quaker day school with campuses in Washington, DC, and Bethesda, Maryland. Serving over 1,100 students, the school has long been known for its strong academic programs, its commitment to diversity, and its emphasis on environmental stewardship. Quaker values inform every aspect of the school day, inspiring students to see how kindness and empathy can shape their lives, their community, and the world.

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.