



# SOUTHERN TEACHERS

A G E N C Y

## **Director of Enrollment Management & Financial Aid** **The Dunham School** **Baton Rouge, Louisiana** [dunhamschool.org](http://dunhamschool.org)

**Southern Teachers** is assisting The Dunham School as it seeks a dynamic, strategic leader to plan and direct a comprehensive program of student recruitment, marketing, data management, admission, and retention. The Director will manage all admission staff and processes, ensure accurate and effective data management, drive long-range planning for enrollment in partnership with the Head of School and senior admission staff, and represent the institution, both externally and with prospective students and families, to meet recruitment and enrollment goals. As the strategic and operational leader on matters related to enrollment, the Director has a central role in implementing the school's vision and furthering its mission. He or she will serve as a key partner with the CFO and the Head of School in administration of the financial aid program and with the marketing office in message and value proposition development, advertising, and publications. The Director will be involved enthusiastically in all aspects of school life to build strong connections with students, families, alumni, faculty, and staff.

The Director develops long-range strategic plans to support an integrated enrollment management process; collaborates on annual admission action plans to ensure the enrollment of a mission-appropriate, diverse, talented student body; and conducts an increasingly selective admission program that includes visits and outreach to prospective families. The Director develops admission standards, collaborates with division heads in acceptance decisions, and implements data-driven, market-sensitive, goal-oriented strategic marketing and recruiting plans to reach targeted local, regional, and international audiences.

Candidates should have three-to-five years of relevant experience, preferably in enrollment management or admissions. They must have a positive, enthusiastic attitude; wholehearted commitment to Dunham's mission; management acumen; excellent writing and public speaking skills; experience with data-driven analysis and decision making; an understanding of best practices in independent school enrollment; and familiarity with Christian school culture and awareness of global recruitment practices. They must be able to lead teams and projects collaboratively, to execute a strategic approach to the admission process, to build relationships with students and parents, to work well with all constituent groups, and to communicate effectively through a variety of media. Candidates holding advanced degrees are preferred.

The Dunham School provides 730 students in prekindergarten through grade twelve with rigorous college-preparatory academics and co-curricular offerings that "educate the heart." Students' spiritual growth is encouraged as they develop a Christian worldview through formal programs (chapel, Bible classes and studies, counseling) and through their interactions with faculty and fellow students in the normal flow of school activity.

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 2017.