



SOUTHERN TEACHERS

A G E N C Y

Director of Enrollment Management Fredericksburg Academy Fredericksburg, Virginia

fredericksburgacademy.org

Southern Teachers is assisting Fredericksburg Academy in seeking an enthusiastic, detail-oriented, charismatic individual to lead the Office of Admission. The Director of Enrollment Management is an integral member of the administrative team and is responsible for managing all facets of the admission process in the school's effort to attract, enroll, and retain a diverse and dynamic student population.

The Director of Enrollment Management will support the mission and beliefs of the school by recruiting and retaining students who will benefit from the school's culture and offerings and will contribute to the school community; will formulate forward-thinking, strategic application, admission, and enrollment policies; and will develop, execute, and assess Admission Office policies and procedures, strategies, and goals. Reporting to the Director of Advancement, and serving as a liaison to the Board of Trustees regarding admissions and enrollment, the Director will coordinate and lead all elements of the admission process from admission management to student retention, research, and marketing. He or she will develop a strategic recruitment and communication plan to reach target audiences, including identifying and implementing best-practice web-based technologies. In addition to supervising the admission office staff, the Director will work closely with the Director of Finance to ensure congruence with budgets and net tuition goals, build and maintain strong relationships with feeder schools and community organizations that will assist in attracting quality students, lead student and parent volunteers who participate in the admission process, and communicate clearly, promptly, and enthusiastically to prospective students and families, as well as to all staff.

Successful candidates for Director of Enrollment Management should be able to think critically, communicate effectively, and work collaboratively within the school community. A bachelor's degree and three to five years of experience in education is required; a master's degree and experience in admissions or sales and marketing is preferred. Ideal candidates will have proven success in a senior administrative role, preferably working with a board, and experience with Excel, Google applications, and admission databases. The Director will participate in weekend and evening events both on and off campus as needed.

Founded in 1992, Fredericksburg Academy is a co-ed day school enrolling 360 students in PK-12th grade. Its mission is to inspire and empower students to discover, to engage, and to imagine the limitless nature of themselves and the world. Located halfway between Washington, DC, and Richmond, Virginia, Fredericksburg Academy provides a strong liberal arts education within a safe, nurturing environment, offering students a breadth of challenging academic experiences that prepare them for the country's best colleges and universities.

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.