

# DIRECTOR OF ADMISSIONS & ADVANCEMENT

## ST. AUGUSTINE SCHOOL



### Job Description (Posted 7.2.21)

St. Augustine School provides a high-quality Catholic education to children in Nursery through Grade 8. In an environment that fosters spiritual, intellectual, social, and personal growth, St. Augustine School embraces the traditions and challenges of educating children to be faithful, confident, and competent.

St. Augustine School is currently accepting applications for a faith-filled, joyful, and dynamic Director of Admissions & Advancement for the 2021-2022 school year. We hope to welcome someone into our administration who has a profound commitment to the evangelical and educational mission of St. Augustine School, which seeks to form the next generation of saints and scholars here in Andover, Massachusetts.

The Director of Admissions & Advancement will chiefly support the administration in the recruitment and retention of St. Augustine School students, as well as in spearheading new efforts in the areas of advancement. The responsibilities of this new full-time position will include, but will not be limited to:

- Collaborate with the administration to develop a comprehensive enrollment, marketing, and branding strategy
- Collect, analyze, and use data to continuously drive strategic decisions
- Conduct frequent tours and admissions events for prospective students and families
- Maintain communication with prospective families during every stage of the admissions process from the initial inquiry to final enrollment
- Use school's learning management system (Renweb) to receive and respond to applications
- Oversee the Parent Ambassador Program for parents to assist with admissions outreach
- Focus additional efforts on retention of new and current students
- Develop a comprehensive fundraising plan, focusing on outreach to major donors and school partners
- Build and maintain alumni database and foster increased alumni relations
- Oversee the school's annual Week of Giving campaign
- Identify community sources of funding through grants and corporations
- Perform other duties as assigned

Of crucial importance, the ideal candidate should also possess a commitment to the evangelizing role of Catholic schools and a deep understanding of the mission of St. Augustine School to form the next generation of saints and scholars here in Andover, Massachusetts. He or she should practice the Catholic faith in one's personal life and support evangelization efforts throughout the school and parish communities.

*Please apply via School Spring job posting [here](#).*