

Director of Admission

Cambridge Friends School (CFS), a Quaker elementary school (grades pre-K – 8), located in North Cambridge, Massachusetts, has an opening for a **director of admission**. As one of the leading independent schools in Greater Boston, CFS offers an outstanding education guided by Quaker principles and a deep commitment to social justice.

Reporting to the head of school, the director of admission manages the admission and enrollment and is a key member of the administrative team. The director supervises an associate director of admission.

We seek an enthusiastic, energetic self-starter with exceptional leadership and interpersonal abilities, and demonstrated experience in admission and marketing in an independent school. A bachelors degree, masters preferred, and two – four years of experience in an independent school admission office is required. Experience in a Quaker institution or school is desirable.

CFS seeks candidates who will add to the racial, cultural, and gender diversity of the school community.

Core responsibilities include:

- Oversee the program of admission of new students to the school
- Ensure maximum diversity within enrollment
- Present the school to prospective students and parents. This includes systematic and efficient handling of applications and communication with candidates and their parents; arrangements for admissions testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.
- Manage all aspects of the admission process, design and implement marketing strategy and outreach activities in the community, day care centers, schools and other organizations.
- Oversee the admission office, manage the admission budget, develop appropriate admission and marketing materials, mailings and publications.
- Organize and administer, with the head of school, the business manager, and the financial aid committee, the program for scholarships and financial aid.
- Work with the board of trustees and trustee committees whose responsibilities are related to admission and tuition assistance.
- Present past statistical data and collaborate with head to forecast and provide an achievable goal for enrollment in order for the school to create a balanced budget.
- Collaborate with the associate director of admission on events at the school including open houses, admission days, and new family events.
- Responsible for timely and comprehensive oral and written communication as necessary to all constituencies.
- Evaluate continually, and redesign where appropriate, all aspects of the admission and marketing program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants which consist of at least 10 percent of the maximum class size for each grade.

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- Manage with the head, the re-enrollment of current students for the succeeding year
- Oversee the network of parents, former parents and alumni to assist in the admission program.
- Keep relevant statistics on all aspects of the admission and re-enrollment program.
- Represent the school at various gatherings and conferences.
- Perform other duties as assigned by the head of school.
- Support the school and its leadership.

Qualifications and characteristics of the successful candidate include:

- Energy, warmth, cheerfulness, and a sense of humor
- Extraordinarily high standards for personal and team performance
- Exceptional interpersonal, oral, and written communication skills
- Superb organizational skills, ability to prioritize multiple assignments, and meet goals and deadlines
- Passion for excellence, attention to detail, and accuracy
- Multi-cultural competency; comfort and ease with applicant families, both in person and on the telephone
- Experience with admission software and/or File Maker Pro
- Familiarity with various forms of admissions assessment tools and procedures, particularly for early childhood

Please send résumé to:

Human Resources
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Cambridge, MA 02140

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