



Job Description: Director of Enrollment Management

The Director of Enrollment Management is a crucial position for the students, families, and faculty at Holy Trinity Episcopal School (HTES). This position is ideally suited for a dynamic professional who is responsible for the school's strategic leadership of enrollment planning with a focus on the areas of recruitment, admission, financial aid, information management, retention, and institutional research. The Director of Enrollment Management reports directly to the Head of School and plays a key role by working collaboratively to advance the school's mission and vision.

The Director of Enrollment Management will:

- Implement a strategic, mission-driven enrollment management plan designed to achieve both short-term and long-term enrollment goals.
- Work with the Head of School to design and administer an effective and sustainable financial aid strategy.
- Guide the development of the school's strategies for marketing, communications, admission, enrollment, and retention in ways that are consistent with the school's mission.
- Ensure a dynamic, relationship-centric ambassador program.
- Research, monitor, understand, and analyze emerging local, regional, and national demographic trends that affect independent school enrollment.
- Provide meaningful reporting to the Head of School and Board of Directors to inform decision-making.
- Nurture a community-wide focus on best retention practices.
- Assist the Head of School with projects and events related to enrollment management and advancement.

In addition, The Director of Enrollment Management will have:

- Proven presentation skills.
- Strong customer focus.
- Excellent analytical and problem solving skills
- Strategic thinking coupled with the attention to detail needed for successful planning and execution.
- An understanding of data management systems and computer applications.
- A demonstrated commitment to diversity and inclusivity.
- Demonstrate excellence in organizational, managerial, and communication skills.

Physical Requirements and Work Environment:

- Works in a sometimes highly stressful environment dealing with a wide variety of challenges.
- Ability to sit and stand for extended periods of time.
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead.
- Work primarily in a traditional climate controlled classroom environment.