



DIRECTOR OF ADMISSIONS AND ADVANCEMENT

Most Blessed Sacrament (MBS) Catholic School located in Berlin, Maryland is seeking a qualified individual to fill the position of Director of Admissions and Development. This position will be responsible for student enrollment, promoting the growth of MBS through community outreach, marketing and philanthropic support necessary to advance and enhance the school's mission and services.

POSITION SUMMARY

The ideal candidate will be a data driven decision maker, an experienced admission and financial aid professional, and a creative leader in admission, recruitment and retention. The successful candidate must have a passion for Catholic Education and uphold the school's mission of fostering a faith filled, Christ centered, environment. The Director will develop and lead inclusive outreach efforts to draw diverse families to the school and ensure that MBS continues to enroll promising students who both thrive as part of the school community and in turn contribute to the community.

The Director should be a team player who has a warm collaborative nature, positive energy, possess superior organization and prioritization skills and is self-motivated in the completion of their work. He/She will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills and the ability to interact comfortably with a variety of people. This person will have a genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff and administrators and ultimately be able to manage expectations and deliver admissions decisions in a manner that is honest, caring and diplomatic. This is a full time, year around, position.

PRIMARY ROLE AND RESPONSIBILITIES

- Represent MBS and serve as the face of the school to the school and broader community and with prospective families while communicating its mission.
- Engage and inform prospective parents and students about MBS and the benefits of a Catholic education on an individual, small and large group basis.
- Lead and develop a communications plan with prospective families to move them from inquiry to enrollment.
- Coordinate systematic and efficient handling of applications and communications with parents of student applicants so that the process supports and honors the student and their family.
- Inspire the community to actively participate in admissions events including; individual and group tours, student shadow visits, curricular information sessions, students observations/testing/interview, parent to parent connections and individual family conversations.
- Establish and maintain positive relationships with area educational constituents including area schools, preschools, consultants, admissions directors and organizations and create networking opportunities.
- Develops and maintains promotional materials and outreach activities.
- Ensures website is kept up to date and is a dynamic reflection of MBS.
- Oversee the school's social media activities, advising and implementing the school's presence on appropriate channels.
- Oversee and participate in the development of admissions materials, events and marketing practices.
- Manage parent and student expectations and deliver admissions decisions in a manner that is honest, caring and diplomatic.
- Oversee the selection process of new students including the work of the admissions and financial committees and maintain the school's historic admission statistics.
- Lead retention efforts with Principal and faculty.
- Manage and support financial aid process and participate in policy decisions, messaging/communications, award review meetings, and efforts with community partners.
- Collaborate with the office team to identify and execute grant opportunities.

Qualifications

- B.A., B.S. in educational administration or related field.
- Two to three years of administrative experience including development and marketing.
- Must have an enthusiastic commitment to the mission and ministry of Catholic Schools.
- Excellent team leadership, interpersonal, and organizational skills.
- Ability to work in a fast-paced environment.

Interested individuals should send a cover letter and resume to:

tstillman@mbscs.org or

Most Blessed Sacrament Catholic School

Attn: Trinette Stillman, Principal

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