

Director of Enrollment Management

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [Goals and Criteria](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

The Director of Enrollment Management is supported by a team of associates and is charged with overseeing student recruitment and retention for the school. This position is responsible for developing and implementing data-informed admissions strategies and policies with a focus on attracting and retaining a diverse student body composed of mission-appropriate students to meet the school's enrollment goals. The Director of Enrollment Management reports directly to the Head of School, and works closely with the Academic Leadership Team, the Strategic Recruitment Associate, and the Director of Communications to market the school to prospective families. S/he will also collaborate with the Head of School and the Business Manager to develop tuition assistance strategies and projected budgets. The Director of Enrollment Management will be committed to and enthusiastically communicate the mission of Sacred Heart education and the value of an all-girls education.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- Demonstrate a commitment to supporting the *Goals and Criteria* of Sacred Heart network schools as articulated in the school mission.
- Collaborate with the Director of Communications to develop admissions marketing materials, and maintain the admissions section of the school website.
- Work in partnership with the Strategic Recruitment Associate to identify, recruit, and retain diverse mission-appropriate families.
- Maintain strong relationships with feeder schools. Be an active member of local admissions director associations. Represent the school at related gatherings, panels, and conferences.
- Participate in staff meetings, liturgies, retreats, and special events such as, but not limited to, graduation, events with community partners, etc. as needed.
- Execute admissions-related events, including open houses, campus tours, applicant group visits, student shadow days, new parent socials and new student activities.
- Manage and train student ambassadors and parents to participate in admissions showcases.
- Oversee all aspects of Montessori – Grade 11 admissions, including reading applications, conducting parent and student interviews, evaluating transcripts and recommendations, organizing admissions committee meetings, assisting with international student visas, and administering admissions testing.

Essential Duties and Responsibilities (continued):

- Manage the re-enrollment process for current Montessori – Grade 11 students.
- Report comparative statistics, data, and future enrollment projections.
- Oversee the new parent mentor program.
- Maintain the Welcome Portal for new families and share relevant resources with current families.
- Manage the school uniform recycling program.
- Supervise the two week Mini-Cyclones camp for faculty and staff children.
- Oversee the financial aid program for prospective and current families.
- Manage the admissions budget.
- Participate in reflective, self-directed, on-going professional development.
- Perform other projects and responsibilities as requested by the Head of School.
- Willingness and ability to work 12 months, and outside of regular school hours.

Qualifications:

- Must have or be able to quickly acquire knowledge and understanding of the Carrollton's mission and identity as a Catholic, Sacred Heart, All-girls, Independent school.
- Excellent communication skills and comfort sharing the school's story in writing, through one-on-one conversation, and in public gatherings.
- Intercultural competency and a commitment to supporting social justice, inclusion, and diversity as articulated in the Sacred Heart *Goals & Criteria*.
- Proficiency with Veracross, Blackbaud Education Management, database software, Excel and Google Workspace is preferred.
- Experience understanding and enhancing admissions processes through technology and the use of data.
- A four-year college degree is required.
- Minimum of five years related experience working in an independent school or academic environment is preferred.
- Preferred to be bilingual and fluent in Spanish.
- Must be professional, collaborative, courteous and have a strong customer service orientation.
- Ability to work with all levels of staff, faculty, and parents-- handling confidential, time-sensitive and critical details.
- Experience with managing, developing, and mentoring staff.
- Experience with event planning is a plus.

Interested candidates should submit an employment application, cover letter, and resume through Carrollton's Employment Opportunities website.

<https://www.carrollton.org/about/employment-opportunities>