**Job Title:** Director of Enrollment Management  
**Department:** Admissions  
**Appointment:** Full-Time  
**Contract Period:** 12 Months  
**Reports to:** President  

**Job Summary:** The Director of Enrollment Management (DEM) is responsible for the SAA-SDS full enrollment strategy and creating strategic plans to address enrollment needs in collaboration with the school’s leadership, faculty and stakeholders. In this key leadership role, the DEM works closely with the President and the Leadership team.

**Essential Duties and Responsibilities:**

- Serves as a model and resource for the school’s Four Pillars in both behavior and communication and is a key brand ambassador for SAA-SDS in the community, ensuring families, community partners and other stakeholders view SAA-SDS as an outstanding Catholic school that prioritizes relationships and prepares our students for their future.
- Oversees and facilitates all aspects of recruiting new and returning students to St. Agnes Academy – St. Dominic School grades PK2 through 12th grade.
- Collaborates with faculty and Deans of each school to coordinate onboarding strategies for new families, re-enrollment processes and retention efforts.
- Collaborates with the Marketing and Communications team to increase SAA-SDS brand awareness in the greater Memphis community, effectively conveying the school value proposition and facilitating interest in our school.
- Leads and manages the Admissions team and drives process improvement within the Admissions Department.
- Gathers and analyzes recruitment, enrollment, and attrition data to identify future enrollment needs and strategizes solutions.
- Contributes to the school community by attending school events, creating a cohesive presence with Administration, Faculty, and the Student Body.
- Engages in professional learning.
- Serves in various capacities throughout the school as support staff as needed.
- Supports school policies and the teachings of the Catholic Church in word and actions.
SAA-SDS believes the person with the following qualities will be well positioned for success in this role.

- A strategic thinker with deep knowledge of all aspects of the enrollment management process, committed to building a strong, diverse student body.
- A continuous learner with a demonstrated commitment to innovation and improvement.
- A brand champion and an enthusiastic school ambassador, always looking to form new community connections and strengthen existing ones.
- A savvy user, consumer, and producer of data, both to inform strategy and to improve the day-to-day operations of the office.
- A collaborative colleague, keen to partner with all sections of campus to create and maintain a welcoming relationship with new families from their first point of contact, through graduation and beyond.
- An effective organizer, able to manage multiple tasks and initiatives simultaneously, while keeping track of short and long-term goals, and desired outcomes.
- An inspiring leader, committed to the growth and development of each team member.

DESIRED QUALIFICATIONS

- Bachelor’s degree in relevant field.
- Experience working in independent school or college admissions
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives.
- Proven leadership and teambuilding skills; an ability to reach out and develop community.
- Flexibility, energy, high expectations, a sense of humor, and high moral and ethical values.

I am looking for an energetic, people-oriented leader who wants to join our caring and diverse community as we build a prestigious educational program. Our team of dedicated, professional educators are ready and capable of creating the school we envision. Data will guide us. We will face challenges together. In the end, you will find great reward in working with an experienced team to prepare our students for their future. We are already doing so many great things. Together, we will take our school to new heights. You cannot be afraid of change or the work required to have our school realize its potential. You must view student development holistically as we form leaders and changemakers prepared to live a life of service aligned with the Dominican pillars of Study, Prayer, Community, and Service.

I look forward to getting to know you. 

President Tom Hood
Competitive compensation and a full benefits package are available.

The Dominican Community of Schools is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to humanresources@saa-sds.org. The position will remain open until filled.

The Dominican Community of Schools is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive faith-filled environment.