JOBS POSTING
DIRECTOR OF MARKETING AND COMMUNICATIONS

The Ellis School in Pittsburgh, Pennsylvania is seeking a Director of Marketing and Communications to begin July 1, 2022. Ellis is the only all-girls school in Pittsburgh serving students in Pre-Kindergarten through grade 12, with a mission of educating girls and young women to become bold, authentic, intellectually vibrant changemakers. The School currently serves approximately 400 students evenly distributed across three divisions.

The Director of Marketing and Communications reports directly to the Head of School and will oversee all marketing and communications efforts of the School. Those efforts are currently driven by a staff of four who focus on strategic marketing of the school to support current parent communications, enrollment management, fundraising, alumni relations, and community outreach.

Candidates must have at least a Bachelor’s degree. Preference will be given to candidates with significant experience with marketing and communications work in independent schools, experience supervising staff and building an efficient and effective team, excellent communication, relationship building, and organizational skills, and the ability to think strategically and innovatively.

The Ellis School community pursues, supports, and embraces diversity of all kinds, recognizing the collective strength derived from our individual differences. We are committed to creating a school environment in which all students feel welcome, known, heard, safe, and treated fairly, while establishing ourselves as a leader in equity and justice initiatives.

- We recognize and celebrate the unique value and dignity of every student.
- We commit to doing the work of diversity, equity, and inclusion both internally and externally.
- We foster authentic and reciprocal relationships with families.
- We strive to teach a culturally sustaining curriculum and engage in culturally sustaining instructional practices.

The Ellis School does not discriminate on the basis of age, ethnicity, gender identity, national origin, race, religion, or sexual orientation in employment. We do not discriminate in student recruitment, admissions, financial aid, or any other aspect of the
School’s program, except on the basis of age and gender identity in fulfillment of the School’s mission.

Interested candidates should submit the following materials electronically to Wendy Wu at opportunities@theellisschool.org before April 15, 2022:

- Cover letter
- Resume
- Names and contact information of three professional references

Questions should be directed to Macon Finley, Head of School, at finleym@theellisschool.org. Additional information about the school can be found on the school website at: https://www.theellisschool.org/page.