

Immediate Opening

Summary:

The Coordinator of Development and Enrollment is a member of the administrative office staff that emphasizes the promotion of the school; assists with fundraising and development activities; sets annual enrollment goals; implements strategies to meet the needs and goals of the school; and actively recruits new students and families through outreach and follow-up.

Responsibilities and Tasks:

- Cultivate and maintain relationships with diverse funding groups and individuals, including alumni, parents and grandparents of school children, foundations, etc.
- Facilitate public relations with the media on behalf of the school.
- Recruit new students to the school from the local community and the surrounding areas.
- Facilitate and assist new families with the online application and new student enrollment processes (online forms, payment plans, school records requests, etc.)
- Seek new and innovative ways to increase student enrollment and retention.
- Prepare and distribute weekly newsletter.
- Develop, coordinate, and maintain marketing materials and efforts.
- Research and pursue grants and corporate matching gifts.
- Generate reports for the principal, pastor, and school board specifying goals and achievements.
- Provide timely articles and information for the Parish Bulletin or wider audience publications.
- Arrange and provide tours for prospective students and families.
- Develop enrollment goals and track enrollment data.
- Other duties as needed and/or assigned by Principal.

Qualifications:

- Prefer Bachelor's Degree in business, public administration, marketing, communications, or related field.
- Strong organizational and communication skills (verbal and written).
- Knowledge and experience with software programs (i.e. Microsoft Office, Canva, etc.) and social media platforms (i.e. Facebook, Twitter, etc.)
- Excellent interpersonal skills.
- Initiative, self-direction, and ability to work with a variety of constituencies.
- Ability to maintain high level of confidentiality.

Application/Start Date:

Applications will be screened on receipt and interviews of candidates who meet the qualifications will be conducted as soon as possible, with a selection to follow quickly thereafter

Working Conditions:

The Coordinator of Development and Enrollment is a 12-month, full-time position with benefits, as outlined in *Called to Work in Harmony*. Travel time is sometimes required for diocesan meetings and other responsibilities. An office and access to necessary computer and office equipment is provided. Ability to lift up-to 30 pounds may be necessary, and too bend, walk, climb on a stepstool; some light, physical effort is required. This position requires times of prolonged sitting and computer use, frequent meetings, and occasional travel for professional development and other events. This position is exempt from the overtime regulations according to the Fair Labor Standards Act.

Supervisor:

The Coordinator of Development and Enrollment is hired by the principal; and is directly accountable to the principal and indirectly accountable to the pastor.

Apply:

Interested candidates should send a resume, letter of interest, and Diocesan application to Matthew Weatherford, Principal at mweatherford@sheartschool.com .