Development Guild DDI

Assistant Head of School for Enrollment Management

St. John's Prep

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BOSTON | NEW YORK

St. John's Prep seeks an Assistant Head of School for Enrollment Management to oversee an ambitious program to recruit, enroll, and retain students.

About St. John's Prep

St. John's Prep (the Prep) is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded in 1907 on the Xaverian values of compassion, humility, simplicity, trust, and zeal, the Prep educates students to be, do and stand for good in the world.

Today, 1,500 students from more than 60 communities thrive at the Prep as part of a culture that encourages students to "become their best selves, pursue excellence in all endeavors, and open hearts and minds to transformational encounters with diversity of people and experiences."

Students at The Prep benefit from a rigorous academic program, which includes 23 AP courses and a 1:1 iPad program as part of a wireless campus. Students are taught to question everything and to seek a deeper understanding – of themselves and their classmates. Outside the classroom, students take part in a wide range of extracurricular activities. Student clubs span from Future Entrepreneurs, Cycling, Model UN, Latinos Unidos en Acción (or L.U.N.A.), to the award-winning Drama Guild (the St. John's Prep Drama Guild is currently in first place for all time victories in the Massachusetts State Drama Festival with 19 wins). In Campus Ministry, the boys explore their faith and leadership potential through service—on brotherhood-building trips and in their own Boston area communities—and consider what kind of men they've been called to be.

The Prep's athletic tradition is rooted in the founding of the school, and The Eagles have earned dozens of championship titles. Graduates have played at Fenway Park and Gillette Stadium and have competed in the Olympics. At the Prep, student-athletes develop lifelong skills, play with honor and fairness, and become confident in themselves—all while forming habits of excellence that extend far beyond the realm of athletics.

Inside and beyond the classroom, students at the Prep are encouraged to develop their personal spiritual, intellectual, moral, physical, and creative potential in a highly supportive community that celebrates the diversity of the school community and the world beyond St. John's Prep.

About the Opportunity

St. John's Prep seeks a creative, collaborative, and analytical leader to become Assistant Head of School for Enrollment Management. The ideal candidate is a forward-thinking, experienced professional who can articulate the unique benefits of a Prep education, build relationships with all school constituents, and enlist the support of faculty and staff throughout the admission and enrollment management process. Building relationships will be integral to a successful enrollment management program.

The Assistant Head of School for Enrollment Management is responsible for developing and implementing a strategic plan to recruit, enroll, and retain students in grades 6 through 12. The position will also manage the allocation of tuition assistance resources, and take primary responsibility for collecting, analyzing, and using data to inform and manage a research-based approach to admission and retention. This role will collaborate closely with the Assistant Head of School for Marketing and Communications to implement and assess a vibrant, comprehensive, and effective admission marketing program.

Reporting to the Headmaster, the Assistant Head of School for Enrollment Management serves as a key member of the Headmaster's Leadership Team (HLT) and collaborates with members of the Principal's Leadership Team (PLT).

Key Responsibilities

Leadership

- Develop, implement, and assess a strategic, research-based enrollment management process that articulates the School's unique brand and enhances recruitment, retention, revenue generation, and constituent relations in a way that is consistent with the School's mission, values, and priorities.
- Manage the admission staff team and oversee the admission process as well as events including open house programs, student and family tours, shadow day visits, interviews, yield events, and enrolled family welcome events.
- Lead a cross-campus Enrollment Management Team that encompasses different areas of the organization with the goal of maximizing efficiencies and achieving enrollment and retention goals.
- Manage retention through leadership and collaboration with the Retention Committee.

Cross Department Partnerships

- Collaborate with the Assistant Head of School for Marketing and Communications to develop an effective strategic enrollment marketing plan that engages prospective families across all demographics. Implement ongoing, real-time assessment of marketing plans and make necessary corrections as needed. Ensure marketing plan is personalized to meet the needs of potential students and their families.
- Collaborate with the Office of Multicultural Affairs and Community Development to attract, enroll, and maintain an increasingly diverse student body.

Tracking, Reporting, and Community Engagement

- Maintain, interpret, report and present key enrollment statistics, as well as local, regional and national trends as reported by NAIS, ISM and other professional associations.
- Advise the Headmaster and HLT on market trends to maintain the school's relevance in a broader educational context and inform appropriate short- and long-term enrollment for grades 6 through 12.
- Lead a strong Parent Ambassador Program to support execution of the strategic enrollment management plan.
- Present reports and relevant data to the Board of Trustees.
- Build relationships with local schools, community organizations, and individuals to advance the brand and messaging of St. John's.
- Share with the PLT insights gleamed from prospective families as they relate to the student experience, and perceptions about the student experience, at St. John's.
- Serve as the primary Designated School Official (DSO) for Student & Exchange Visitor Information System (SEVIS) and ensure compliance with all regulations related to the admission of international students.

Key Qualifications

- Demonstrated commitment to the inclusive, Catholic, Xaverian Brothers Sponsored Schools model and vision of education, as well as a passion for advancing the mission, vision, and cultural priorities of the School.
- Collaborative instincts with a commitment to team-based, collegial leadership; ability to build relationships with faculty, staff, and administrators across all areas of school life; willingness to seek input from others to enhance enrollment management initiatives.
- Ability to think and plan strategically and creatively; embody a growth mindset and demonstrate agility in the face of challenges and many demands for support.
- Excellent public speaking, listening, and writing skills.
- Ability to engage effectively with parents, students, alumni, donors, prospective families, volunteers, peer school representatives, vendors, trustees, and representatives from the business community.
- Excellent networking and constituent relations skills. Ability to build and nurture strong relationships with a wide array of schools, community organizations, consultants, and businesses to advance the mission of St. John's.
- Proven project management skills with attention to details and deadlines.
- Strong research and analytical skills with a high degree of competence in processing and addressing multiple data points on an ongoing basis. Ability to present data and information via dashboards and presentations.
- A good sense of humor.
- Minimum of a bachelor's degree and 10 years of admission/enrollment management/supervisory experience. Advanced degree preferred.

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

St. John's Preparatory School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletics and other school-administered programs.

Please email your expression of interest and resume in confidence to:

SJPAdmissions@developmentguild.com

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About Development Guild DDI

Development Guild DDI is a national management consulting firm partnering with leading nonprofits to deliver the strategy, talent, and philanthropic resources that impact organizations and mission delivery. We focus our work across the nonprofit sector, particularly in the fields of education, health & science, the arts, and social justice.

More than 500 clients have shaped the regional, national, and global reach of our extensive relationships, knowledge, and results. Leveraging our work with nonprofit governance and leadership development, we deliver service in two areas: fundraising and executive search.