

HILL SCHOOL

Hill School of Fort Worth is looking for a **Director of Enrollment Management** to oversee all aspects of the enrollment and retention process. Located in southwest Fort Worth, Hill School is a college preparatory, private school for K-12 students with dyslexia, dysgraphia, dyscalculia, ADHD, high-functioning ASD, and other learning differences. Join the Hill School family and help different learners find their perfect fit. Learn more at www.hillschool.org

Director of Enrollment Management

Objective: The Director of Enrollment Management is responsible for developing and implementing data-informed admission strategies and policies to attract and retain mission-appropriate students.

This position requires the ability to share the Hill School story and mission both in writing and in person with prospective families, community members, and referral sources. The Director of Enrollment Management should possess a sincere empathy for prospective families, an awareness of learning needs, and be able to manage expectations and deliver admission decisions in a caring, honest manner.

- Reports to: Head of School.
- Full-time position. Typical work schedule is Monday - Friday, 8 am to 4 pm, but should allow flexibility.
- Competitive compensation and benefits package provided; wage commensurate with experience and education.

Primary Responsibilities:

- Engage and inform prospective parents and students about Hill School and the benefits of a Hill School education on an individual, small, and large group basis.
- Establish and maintain positive relationships with area referral sources including schools, diagnosticians, and other organizations.
- Plan, manage and execute admission-related events such as open houses, campus tours, and student visits.
- Lead correspondence with prospective families to move them from inquiry to enrollment in a timely manner.
- Coordinate systematic and efficient handling of applications and communication with parents of applicants so that the process supports and honors the student and family.
- Handle student information with respect and confidentiality.
- Work with faculty and the admission team to evaluate each potential student.
- Manage parent and student expectations and deliver admission decisions in a manner that is honest, caring, and diplomatic.
- Collaborate with Communications and Engagement Manager to develop and execute the enrollment plan to align with Hill School advancement efforts.
- Maintain record of the school's current and historic admission statistics.

Qualifications and Skills:

Bachelor's degree required; admission-related experience preferred. The Director of Enrollment Management should be empathetic, patient, and flexible with an ability to think innovatively, creatively, and strategically. This person must be energetic and enthusiastic with a customer service and marketing mindset. This person will need to be accessible, approachable, and have a good sense of humor. The ideal applicant must also work well with children, ages 5 - 18.

Additional Requirements:

- Work as an active team member to support all school efforts.
- Proficiency in Microsoft Office products expected, Blackbaud experience preferred.
- Valid driver's license and access to reliable transportation required. Must be able to pass a background check.

To apply, please submit your resume and cover letter to Joanna Gant at jgant@hillschool.org.
