



OFFICE OF ADMISSIONS
Assistant Director of Recruitment and Strategic
Partnerships
Reporting to: Director of Admissions

Type of Position: Full Time

Salary Range: \$55k - \$60k plus benefits

POSITION OVERVIEW

The Assistant Director of Recruitment and Strategic Partnerships is responsible for outlining and executing recruitment strategies to increase enrolled students. In addition, the Assistant Director of Recruitment and Strategic Partnerships is the primary person responsible for establishing meaningful relationships with community partners, creation of new partnerships with K-6 schools, partner school personnel, and community influencers. She/He will also work with Fontbonne administrators, teachers, staff, and students to develop partnerships that could help the school improve and expand the program offer. The ultimate goal of this work is to increase the number and yield rate of applications for admission.

The Assistant Director of Recruitment and Strategic Partnerships is a full-time, exempt position that will report to Fontbonne's Executive Director and Director of Admissions.

ROLES AND RESPONSIBILITIES

The Director of Recruitment and Strategic Partnerships is responsible for:

1. Facilitate and enhance synergistic partnerships with:
 - a. *Partner schools* to maximize our relationship and increase engagement (school principals/grade eight teachers)
 - b. Represent the school in *Government or Department of Education* meetings to be aware of emerging trends, better position Fontbonne's offer, and how to partner in collaborative efforts to increase Fontbonne's business opportunities
 - c. Engage *nonprofit organizations* to be part of our academic/enrichment programs for the Early College Model
 - d. Develop relationships with K-6 schools to promote the new middle school and increase enrollment for 7th grade
2. Develop and implement engagement strategies to strengthen our user's experience (prospect families and partners)
3. Help manage the school's CRM (HubSpot/Salesforce) that could track and measure users' engagement to improve their experience
4. Work with Fontbonne Staff and Faculty to design, implement, and engage students of partner schools to participate in enrichment programs
5. Recruit prospective students, including 9th-grade applicants, 7th-grade applicants, Admit 6 participants, transfer, and international students
 - a. Conduct Classroom Visits
 - i. Fall - 9th-grade applicants
 - ii. Fall/Winter - 7th grade applicants
 - iii. Spring - Admit 6 and begin next cycle of rising 7th and 9th grade applicants
 - b. Attend Admissions Fairs (nights and weekends)
 - c. On-Campus Tours (after school hours and weekends)
6. Develop Parent/Community Leader Ambassador corps structure and plan of action
 - a. Determine target schools
 - b. Determine target neighborhoods
 - c. Develop information packets for Parent Ambassadors
 - d. Plan and execute training meetings for Parent Ambassadors

- e. Network with Parent Ambassadors to connect with prospective families
- f. Schedule and manage events hosted by Parent Ambassadors
 - i. Neighborhood Coffees
 - ii. Zoom calls
- g. Work with Marketing team for social media communications
7. Recruit and train student Admissions Ambassadors
 - a. Schedule and execute on-campus tours
 - b. Manages and organizes Shadow Days
8. Manages and implements conversion strategies and events
9. Collaborate with Director of Admissions on:
 - a. Shadow Days
 - b. Marketing and Materials
 - c. Major admissions events including, but are not limited to, Open House and Admitted Student Evening
10. Attend monthly Board Enrollment Committee meetings
11. Assume additional responsibilities as required

QUALIFICATIONS

Personal Traits

- Embodies the Charism and Spirit of the Sisters of St. Joseph, faith-filled values for faculty, staff, parents, and students, and adherence to the educational and spiritual mission of the Sisters of St. Joseph of Boston.
- Excellent organizational skills, time-management skills, and attention to detail.
- Exceptional communication and interpersonal skills and ability to develop strong external relationships.
- Ability to handle competing demands and priorities.

Education & Experience

- Bachelor's degree required.
- Bilingual or knowledge of several languages is a plus.
- Proven record of success in meeting time-based goals and working collaboratively with a team.
- Experience in an all-girls college preparatory institution is preferred.
- Knowledge of and proficiency in Microsoft Office, Google Suite, and Ravenna.
- Flexibility to work evenings and weekends and moderate travel.

About The Congregation of the Sister of St. Joseph

The Congregation of the Sisters of St. Joseph and the Sponsored Ministries, including Fontbonne Academy, are equal employment opportunity employers. Consistent with those religious exemptions provided in statutory and constitutional law, employment decisions are based on merit, job requirements and qualifications, and organization needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Fontbonne Academy complies with the law regarding reasonable accommodation for disabled and disabled employees. Fontbonne Academy's policy is to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the Massachusetts Fair Employment Practices Act. Fontbonne Academy will not discriminate against any qualified employee or job applicant concerning any terms, privileges, or conditions of employment because of a person's physical or mental disability.

Interested Candidates should send a cover letter and resume in MS Word or pdf format to jobs@fontbonneboston.org. Please include the title of the position and your name in the subject line.