



Canton Country Day School

Director of Admission and Development Job Description

The director of admission and development is a twelve-month position that reports to the head of school. Responsibilities include the following:

Admissions

- Oversee, design and implement a comprehensive strategic plan for the program of admission and reenrollment of students to the school from point of inquiry through enrollment.
- Present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents; tours of the institution; interviews with candidates and their parents; arrangements for admissions testing; securing of necessary student credentials; presentation for enrollment to admission committee and communicating final decision to the appropriate individuals.
- Develop with the Business Manager the admissions budget including appropriate admissions and marketing materials, ads, mailings, web pages and publications that interpret the school to prospective students.
- To serve on the Financial Aid and Scholarship Committee with the Head of School and Business Manager.
- To work with faculty, staff, administration and others to implement student and family retention efforts.
- To initiate and create activities intended to interest parents and potential supporters in sending students to work with the Head of School and Business Manager to manage the reenrollment of current students for the succeeding year.
- To keep relevant statistics on the admission and reenrollment program.
- To represent the school at various gatherings and conferences.
- To promote good relationships and create networking opportunities and support for representatives with outside institutions or groups that can be helpful in attracting quality students.
- Evaluate continually and redesign where appropriate all aspects of the admissions program with the goal of maintaining a capacity enrollment of qualified students and a interest-list of qualified applicants.
- To direct the mentoring of families new to the school by the Parent Association.
- To oversee the network of Parent Ambassadors, former parents and alumni to assist in the admission program.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.
- To serve on the school's Administrative Council.

Development

- To devise and manage a program designed to attract the maximum gift support possible to the institution. This program will include annual fund solicitation; planned giving programs; corporate and foundation proposals; and planning for major capital gifts.
- To keep the head of school and Development Committee informed on a weekly basis of the fund-raising activities of this office.
- To develop a plan to increase alumni and parental support of, and involvement in, the institution.
- To create a coordinated publications and printing program which will most effectively communicate with our various constituencies (including the alumni magazine);
- To develop a complete program of research into and an action plan of solicitation of the school's key prospects.
- To serve as staff support for the Development Committee of the Board of Trustees, the Parents'

Association and the Alumni Association;

- To oversee processing of all gift income for the purpose of providing receipts and the maintaining of giving records of donors to the school.

Other Tasks

- Consult with School Board committees as appropriate to assist as needed.
- Be an active member of the School Community by participating in school functions and the daily life of the campus.

Experience Preferred

- Have a demonstrated track record and experience in fundraising, including major gifts; applying for grants and foundation support; and assisting an organization in achieving their fundraising goals.
- Have strong interpersonal and networking skills.
- Be an effective time manager, self-starter and task manager.
- Bachelor's degree highly preferred
- Full-Time with benefits
- Annual Salary \$49,500