



## Director of Admissions and Enrollment

**REPORTS TO:** Head of School

**WEEKLY HOURS:** 40 hours per week (remote and in-person)

**JOB DESCRIPTION:** The Director of Admissions and Enrollment is a leadership position responsible for marketing to prospective families, connecting with them to ensure a positive enrollment/tuition experience.

**QUALIFICATIONS:**

- BS/BA in communications, business administration, marketing, or relevant fields
- Proven work experience in admissions, marketing, or similar position (independent school experience preferred)
- Thorough experience in cultivating relationships with perspective families
- Able to quickly learn and adapt to new software and processes
- Effective written and verbal communication skills, works well in a team environment
- High level of critical thinking and logical analysis
- High ethics, integrity, and accountability

***How to Apply:*** *Anyone interested needs to complete our employment application. Please email Gay Middleton at [gmiddleton@fbca.com](mailto:gmiddleton@fbca.com) to obtain the application for this position.*