

THE ALTAMONT SCHOOL

The Altamont School is seeking a Director of Enrollment Management who will lead all aspects of admissions, retention, and financial aid. The Director supports the school's mission and strategic enrollment goals and works collaboratively with the senior administrative team to lead the school's effort to attract, enroll, and retain a diverse and dynamic student population. This position requires full responsibility for creating, leading, and managing a comprehensive enrollment program that incorporates best practices in recruitment, admissions, institutional research, record management, registration, and financial aid.

The ideal candidate will have an entrepreneurial spirit, a proven record of implementing best practices, fresh thinking, and an eye for innovation and creativity.

Qualifications:

- A bachelor's degree and five years of progressively responsible admission management experience, or an equivalent combination of education and experience sufficient to perform the essential functions of the job.
- A commitment to the school's mission and values and an ability to speak compellingly to current and prospective families to articulate the school's mission and philosophy.
- Excellent and engaging communication skills.
- Outstanding administrative skills and strong supervisory experience.
- Experience in developing strategic admissions/financial aid models.
- Experience in managing net tuition revenue targets.
- Proven ability to analyze, summarize, and present data.

We are eager to consider candidates from traditionally underrepresented groups. Interested candidates are encouraged to submit a letter of interest and resume to humanresources@altamontschool.org.

The Altamont School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. The school complies with all applicable laws regarding non-discrimination.