



### **Director of Admission Job Description**

<b>Title:</b>	Director of Admission
<b>Reports To / Evaluated by:</b>	Headmaster
<b>Education:</b>	Bachelor's Degree with an advanced degree preferred

Davidson Academy (DA) is an independent Christian school in Nashville celebrating 40 years of college preparatory teaching with a missions-focused Biblical foundation. DA currently serves students from Pre-K3 through 12th Grade and has a student population of approximately 650.

DA is seeking a dynamic and collaborative leader who is an active member of its leadership team. The director will oversee the admission team and all aspects of the admission process such as recruitment, selection, enrollment, and financial aid. They will serve as an ambassador for Davidson Academy in the greater Nashville community and demonstrate a mastery of analytical skills as well as thorough knowledge of demographic trends and historical school data, to inform the overall admission strategy. The director of admission will promote cultural competence and will work to build a diverse community of engaged students and their parents. This position will play a pivotal role in growing the influence of Davidson Academy and its ability to meet the many challenges and opportunities ahead in an ever-changing and growing Nashville area.

#### **Ideal Qualifications and Traits:**

- Substantial experience in admission work and in leading an admission team in K-12, secondary, or higher education and independent schools
- Demonstrates a profound understanding of best practices, innovative programs, and data collection/analytics in the independent school arena
- A dynamic, engaging presence with active listening skills who focuses on connection and fostering relationships with colleagues and prospective families alike
- Effective communication skills with faculty members, parents, students, community members, and the Board of Trustees to keep these groups appropriately informed of potential issues, accomplishments, and needs
- Excellent public speaking and writing skills to capture and communicate the core values of a Davidson Academy education
- A strategic mindset to develop and implement tactical marketing ideas and formulate the annual Admission Office Action plan with goals and objectives
- A leadership approach that, through appropriate delegation, professional development, and consistent evaluation, empowers and inspires colleagues to accomplish objectives

- Willingness and desire to be visible on campus and to connect with teachers, students, and staff
- Enjoyment of working with prospective families and guiding them to ideal enrollment decisions
- Demonstrated commitment to diversity, equity, and excellence.
- Respect for and adherence to *extreme* confidentiality
- Experience in educational marketing within a highly competitive market.
- Demonstrated success in managing people, characterized by leadership, integrity, collaboration, and flexibility.

#### **Other tasks/responsibilities:**

- Annual setup of application, checklists, communication templates, contracts (enroll and re-enroll), report generation, mapping to SMART Tuition, etc. in **Blackbaud SIS**
- Set up annual financial aid application in **Smart Aid** with customized questions and updated tuition rates
- Generate financial aid reports as needed (including TSSAA compliance support for athletic director)
- Assist families as they walk through the enrollment process
- Planning and coordinating admission-related events
- Ensure input of consistent and accurate data regarding aspects of application, admission, enrollment, and registration
- Knowledge of school programs, processes, academic data, and personnel framed in a story-telling ability - especially for target audiences at open house events and personal visits to campus
- Manage all aspects of International Student program and official documentation as required by SEVIS/DHS
- Maintain inventory of testing materials
- Work cooperatively with IT department for onboarding/offboarding of students
- Collaborate with director of marketing and communications and admission team members to develop marketing materials for prospective families
- Plan and organize community events and personal visits to campus

#### **Requirements:**

- Bachelor's degree, with an advanced degree preferred
- Must be skilled in Microsoft Office with strong proficiency in Excel
- Extensive knowledge of **Blackbaud SIS** or ability to quickly and efficiently learn the operations of this complicated and intricate student information system
- Active member of a Christian church or fellowship