



Saint Philip School

Job Description – Admissions & Development Coordinator

An Admissions and Development Coordinator plays an important role in promoting the longevity of the school. This position is responsible for working closely with administration to maintain enrollment and attract prospective families to the school as well as assisting with facilitating a program designed to attract the maximum gift support possible to the institution through alumni and community relationships.

Part-time; Hourly Position; Some after school and nights required; Minimal summer hours are required for admissions purposes for new student registrations.

An Admissions & Development Coordinator must:

- Have experience in marketing and development.
- Be experienced with computers, especially Excel, Word, and Google Drive.
- Have outstanding communication skills.
- Maintain the highest levels of professionalism, integrity, and confidentiality.

Skills and Knowledge:

- ❑ Must possess a good working knowledge of Microsoft Word, Excel, and Google Drive, as well as proper e-mail communication.
- ❑ Must have professional personal skills when dealing with current and prospective school families.
- ❑ Must have excellent organizational skills and be creative in order to market and develop our school in unique ways.
- ❑ Knowledge of Rediker Administrative Software a plus.

The Admissions & Development Coordinator reports to the head of school.

Responsibilities include but are not limited to the following:

- ❑ **Admissions:**
 - Oversee the process of admissions of new students to the school.
 - Present the school to prospective students and parents, including systematic and efficient handling of applications and communication with candidates and their parents; arrangements for admissions testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.

- Oversee the admissions office, coordinate the registration process including online registration forms and registration letters, create appropriate admissions and marketing materials/timelines, mailings, and social media publications.
 - Maintain the school database and update the records as needed.
 - Maintain computer records for the registration process, keeping current the list of students for the next year and verifying with the school administrative assistant.
 - Evaluate continually and redesign where appropriate all aspects of the admissions and marketing program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants
 - Manage the re-enrollment of current students for the succeeding year.
 - Oversee the network of parents, former parents and alumni to assist in the admissions program.
 - Keep relevant statistics on all aspects of the admission and re-enrollment program.
 - Represent the school at various gatherings and conferences.
 - Perform other duties as assigned by the administration.
 - Support the school and its leadership.
- ❑ **Development**
- Assist administration in facilitating a plan to increase alumni and parental support of, and involvement in, the institution.
 - Assist with annual fund solicitation; planned giving programs; corporate and foundation proposals; etc.
 - Help coordinate all aspects of the major gifts campaign.
 - Oversee processing of all gift income for the purpose of providing receipts and the maintaining of giving records of donors to the school.
 - Develop and lead a volunteer staff to carry out the activities of this office.
 - Serve as staff liaison for the Cardinals Club and Alumni Association/CAP.
 - Perform other duties as assigned by the administration.
 - Support the school and its leadership.

Interested parties who possess the above qualifications should send all inquiries to the attention of Cynthia Senenko, Principal, at csenenko@stphilipschool.com or (401) 949-1130.