



DIRECTOR OF ENROLLMENT MANAGEMENT
EVERGREEN COUNTRY DAY SCHOOL

Evergreen Country Day School (www.evergreencountryday.org) is a learning community characterized by curiosity and kindness. The campus is located in Evergreen, Colorado, off I-70 and 20 minutes from downtown Denver. The school serves 180 students, toddler through eighth grade. The mission of the school is to inspire and equip students to THRIVE and to create a better world, underscored by the school's supporting pillars of academics, character, community, safety, and individuality. Small class sizes allow for teachers to challenge students while providing individualized instruction within our THRIVE educational philosophy.

REPORTS TO: Head of School

WORK HOURS: Full time, 12-month, exempt administrative position; involves working outside of school hours as needed and occasional travel.

THIS POSITION:

- is responsible for overseeing the admissions process, enrollment management, and the marketing/communications efforts for the school.
- provides analysis on enrollment trends for monthly reporting to the board of trustees.
- works alongside the Business Office to maintain a flexible tuition model that prioritizes accessibility for socio-economically diverse families.
- leads the school's 5280 Committee, which endeavors to go above and beyond for students and families.
- connects with students, parents, teachers, and other members of the school community to build and maintain trust in the school.
- represents the school to prospective families through timely, thoughtful, and individualized communication as they navigate the admissions process.

QUALIFICATIONS:

- Experience working in schools is a plus
- Strong communication skills. A social media presence is a plus
- A love of education and desire to work with a team to make a difference in the lives of students.

SALARY: The salary for this position is \$50,000 to \$80,000 per year depending upon experience.

Interested candidates should send a cover letter and resume to Kabe ErkenBrack, Head of School, at kerkenbrack@evergreencountryday.org with "Director of Enrollment Management" in the subject line.