

Director of Admissions

Scattergood Friends School seeks a Director of Admissions who will develop and implement marketing and enrollment efforts in collaboration with the Head of School. The primary responsibility is to work closely with school staff, students, and parents to create a growth strategy and marketing plan that builds enrollment. Responsibilities encompass engaging new families, advertising in new markets, monitoring the school's social media, website, e-newsletters and their content. The Director is also responsible for open house events and advocates for the school to all constituencies.

This position requires the skills to develop relationships with feeder schools, independent educational consultants, and current resources such as alumni and parents, and skills to research and engage vendors for marketing and technical work within an allocated budget.

The Director manages the entire admissions funnel from point of inquiry through application, interview and enrollment, chairing the Admissions Committee. As the main point of contact, the Director fields phone inquiries and schedules campus visits for prospective students. Those visits include campus tours, class visits, lunch with the community, etc.

The Director prepares and maintains statistics regarding enrollment, geographical distribution of students, financial aid, and attrition; the Director provides and interprets this data to the administration, staff, and the School Committee on a regular basis.

Scattergood is a grades 6-12 day and boarding school and all staff share typical supervisory duties and "all-hands-on-deck" school-wide events as assigned. All students and staff work together for a brief period of time after lunch as 'crew' to clean and maintain our campus facilities.

An ideal candidate will:

- have a strong desire to work in an intentional, peace and social justice oriented community that is inclusive of all backgrounds and identities
- have a Bachelor's degree or higher that supports the work of education, marketing, and business development
- have experience in some form of outreach, market development, or admissions
- have skills to contribute to online digital marketing and/or graphic design
- have strong organizational and executive management skills, the ability to work independently and collaboratively with administrative leadership team
- have strong interpersonal skills, able to easily build and maintain rapport with persons of all ages and backgrounds
- have experience with data systems (we are transitioning to Blackbaud and training is provided)
- have the ability to travel overnight 10-15 days or more per year
- have the physical ability to lead tours and to be a presence at Scattergood events both on and off campus

Start date: July 1, 2020.

What we offer: Salary, free on-campus housing and utilities, organic farm-based meals when school is in session, health insurance, disability insurance, and retirement benefits.

Scattergood Friends School

Established in 1890, Scattergood Friends School is a college preparatory school for grades 6 through 12 (day for middle grades; boarding and day for upper grades) located on 126 rural acres in the greater Iowa City area. We have a long tradition of progressive academics, positive peer culture, and a strong sense of community. We attract a diverse student body from the Midwest, around the U.S., and many foreign countries.

Scattergood's educational program incorporates wilderness trips, community service, and experiential learning on our organic farm and prairie. In our small community we embrace difference and do the hard work necessary to have open conversations about diversity and justice

Our campus features include a working organic farm, restored prairie, pastures, and pond. These spaces serve as living laboratories for inquiry and project-based learning.

This is a unique place to live and work.

Are you a Scattergoodian?

A Scattergoodian might come from Brooklyn, Kabul, or Des Moines. Their biggest passion might be social justice, biology, or ultimate frisbee. They might be Quaker, Muslim, Jewish, Christian, or atheist. What we have in common is that we all believe in promoting a positive learning environment for all. Scattergoodians are themselves.

Scattergoodians are accepted for who they are, not for who they know or what they wear.

Scattergoodians are independent, curious, internally motivated, and love to learn.

Scattergoodians thrive at a school that is individual not institutional while actively engaged with the community.

Simplicity, Peace, Integrity, Community, Equality, Stewardship

Though our students and staff are persons with diverse identities, cultures, belief systems, and backgrounds, we share the commitment to live out these Quaker testimonies in community life.

We share our lives authentically. Most students live with a roommate in one of two dorms on campus, and most staff live with their families in campus housing. Everyone is on a first-name basis; we skip titles and honorifics.

To Apply Email your cover letter, resume, three references (with contact info) to mainoffice@scattergood.org. Include *Director of Admissions* in the subject line of your email.

Scattergood Friends School is committed to supporting a diverse community of adults and youths.

Scattergood Friends School does not discriminate on the basis of ethnic or national origin, religion, age, economics, gender identity, genetic information, sexual orientation, physical ability and veteran status in administration of its educational policies, enrollment, or hiring policies, and other school-administered programs.