Senior Director of Enrollment Management

Episcopal Divinity School is a center of study and spiritual formation for lay and ordained leaders with a strong commitment to justice, compassion, and reconciliation. EDS offers doctor of ministry, master of divinity degrees, and master of arts degrees, as well as certificates, in theological studies. Located a few blocks from Harvard Square, EDS is a member of the Boston Theological Institute, a consortium of ten theological schools, seminaries, and departments of religion.

EDS seeks a wise, compassionate, and experienced administrator who will help the school to enroll students who are drawn to transformational theological and ministerial education.

The Senior Director of Enrollment Management is responsible for the evaluation, development, and implementation of marketing, recruitment, enrollment, retention, and financial strategies that will expand domestic and international reach. Working collaboratively across campus with key constituents, the Senior Director of Enrollment Management will provide leadership to insure that recruitment, admission, and enrollment processes meet the school’s goals along with the needs of new students.

Our ideal candidate has experience with theological training and/or graduate admissions and has excellent interpersonal, communication, and customer service skills. We are looking for someone with a proven record of building relationships—within a school community and with important external organizations, including the Episcopal Church.

Episcopal Divinity School is a small institution that depends on a high level of collaboration where administrators develop strategy, but are also involved in daily operations. This position is hands-on and all-encompassing. It requires both the art of interpersonal interactions and the science of managing a systematic process.

**Reports to:** President and Dean

**Qualifications:**

- Master’s degree required
- At least 8 years of progressively responsible experience in college or graduate school admissions and recruitment including management and supervision of recruitment teams
- Proven experience in the management of inquiry generation, recruitment activities, admission, and other related enrollment activities
- Strong experience implementing digital media and web-based communications plans and outreach for recruitment, enrollment, and retention purposes
- Knowledge of financial aid and pricing strategies that generate and support enrollment and retention of graduate students
- Proven experience recruiting geographically, socioeconomically, and ethnically diverse classes
- Excellent interpersonal, verbal, and written communication skills, including the ability to effectively communicate with a wide range of constituents including students, faculty, staff, and senior management
- Strong customer service orientation
- Ability to set priorities and organize tasks, documents, and materials efficiently
- Ability to think creatively, strategically, and collaboratively
- Ability to articulate the unique mission of EDS to various audiences
Primary Responsibilities:

- Develop a plan for recruiting a diverse group of domestic and international students for both on-campus and distributive learning programs to meet specified enrollment goals.
- Maintain, analyze, and report metrics related to enrollment in support of data-driven decisions.
- Create a warm, inviting, and informative environment for prospective students at every point of contact, whether a campus visit or external recruiting event.
- Understand the academic, personal, and spiritual capabilities required for theological training; ability to discern a candidate’s fit for EDS.
- Work collaboratively with pastors, congregations, denominational leadership, undergraduate school personnel, and other groups to identify prospective students and establish programs for calling, nurturing, and educating leadership.
- Manage the admissions process from point of inquiry through enrollment. Serve as a member of the Admissions Committee.
- Participate in the administration of all financial aid and scholarship programs.
- Coordinate all recruitment efforts including attendance at conventions, visiting schools, on-campus and off-campus events, maintaining a compelling web presence, direct mail, and advertising.
- Build positive relationships with alumni, friends, and others who influence prospective students.
- Assist the director of communications in the development of promotional materials that interpret the school to prospective students.
- Develop and be accountable for a recruitment and admission budget.
- Provide supervisions and periodic performance appraisals for direct reports.
- Offer recommendations and feedback to senior leadership on enhanced program offerings.

This list is not to be considered all-inclusive. A supervisor may assign other duties as required to meet the needs and foster the mission of the School. This is a full-time position. Salary is commensurate with experience.

All employees of EDS must work collegially and cooperatively with all members of the community.

Episcopal Divinity School is an EEO employer. We encourage members of underrepresented communities to apply for the positions.

Please visit our website at www.eds.edu for more information about EDS.

December 2, 2015