



SOUTHERN TEACHERS
A G E N C Y

**Director of Enrollment Management
Darlington School
Rome, Georgia**

darlingtonschool.org

Southern Teachers is assisting Darlington School as it seeks a Director of Enrollment Management charged with the development and deployment of the Strategic Enrollment Plan. Reporting to the Chief Advancement Officer and serving as a liaison to the Board of Trustees regarding admissions and enrollment, the Director will coordinate and lead all elements of the admission process, including recruitment and admissions, retention, data and research, information management, financial aid and net tuition revenue, and admission marketing communications. The ideal candidate is someone who will garner the respect of the community while displaying the ability to think strategically.

The Director of Enrollment Management serves as a member of the executive administrative team, manages the day-to-day operations of the Admission Office, and sets its strategic direction in collaboration with the Chief Advancement Officer and Head of School. This position is responsible for streamlining the enrollment process, ensuring process flow and accuracy of information to achieve data-driven decision making, and creating the structure and culture necessary to provide a quality student experience as it relates to the entire matriculation process.

Led by a new Strategic Plan, the Director will work closely with the Assistant Head of School for Finance and Operations to ensure congruence with budgets, goals, and financial aid and net tuition revenue. He or she will work with the Director of Communications to develop a strategic recruitment and communication plan that clearly communicate the school's value proposition and reaches target audiences. The Director of Enrollment Management will also assist in leading the External Affairs team to build and maintain strong relationships with current and prospective students as well as parents, alumni, volunteers, feeder schools, consultants, and community organizations that will assist in attracting quality students.

Founded in 1905, Darlington School is a coeducational day (PK-12) and boarding (9-12) school serving nearly 800 students representing an average of 25 states and 30 countries. Darlington's campus stretches over 400 acres, nestled around a small lake in the foothills of the Lookout Mountain Range in Rome, Georgia, a medical center and college town located one hour from Atlanta and Chattanooga. A Darlington employee thrives on teamwork and takes initiative; exhibits a commitment to the school, community and its mission; and is a lifelong learner.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2017.