About Us: Located in the heart of Boston’s Back Bay, Kingsley is a leading independent day school that serves 340+ students from Toddler through Grade Six. We empower our students to take control of their learning through a combination of Montessori education, which emphasizes student-led learning, and a challenging, integrated, and progressive curriculum. By combining freedom of choice with high expectations, Kingsley prepares children to take on new challenges and to make a positive impact on their world.

The School’s teachers are dedicated to knowing every child as an individual and acting as a guide for each child by paying special attention to students’ interests, questions, and achievements. Students remain in the same classroom for three years to help foster strong relationships with their teachers, classmates, and families. A Student Support Team helps teachers and parents better understand students’ academic, social, and emotional progress within each three-year cycle.

Kingsley complements its academic program with co-curricular activities, which consist of performing and visual arts, science, technology, physical education, and outdoor education programs, and an intentional effort to make best use of the city as an extension of the classroom. Toddlers and Early Childhood students attend academic and co-curricular classes in homerooms, while kindergarten through Upper Elementary classes are held in classrooms, studios, and labs specifically designed for each subject. Physical education takes place at Boston University’s Fitness & Recreation Center. The School also operates a summer program, which immerses students in engineering, sports, arts, and nature throughout Boston.

Key Role: Serving as Kingsley’s Institutional Ambassador. The successful candidate for this position will serve as a vibrant, energetic, and engaging ambassador for Kingsley, and a thoughtful, collaborative, and inspiring leader who can move fluently between managing the highly detailed everyday tasks to creatively composing and implementing long range strategic planning. This individual will also be a skilled, empathetic communicator able to build relationships with a variety of stakeholders both inside and beyond the Kingsley community. Finally, this individual will employ innovation and outreach to help drive Kingsley’s financial sustainability and market appeal to new levels.

This individual will oversee the building of our student and family community; energetically lead a dynamic, creative, collaborative process to broadly communicate the promise of a Kingsley education; and work flexibly across all platforms—events, word of mouth, print materials, social media, and more—to attract and retain children and parents who will thrive and positively contribute to our community. Kingsley has entered a new era and the person entering this role will innovate, experiment, and respond to new technologies and market forces to help shape and market the school’s value proposition to current and prospective students, parents, and the external community consistent with the school’s educational philosophy and mission.
Key Functions: The Director is a member of the administrative team and reports directly to the Head of School. This individual will:

- Serve as an excellent collaborator, articulate communicator, and credible ambassador for Kingsley Montessori School to a wide range of constituencies.
- Lead all aspects of admissions and enrollment management, including recruitment and enrollment, re-enrollment and retention, financial aid processes, and information/database management.
- Advise the Head of School, Senior Leadership, and the Board of Trustees on market trends and data patterns in order to maintain Kingsley’s relevance and competitive edge and to inform appropriate short and long term enrollment strategies.
- Implement short and long-term admission and enrollment goals developed through data-driven research, market analysis, targeted communications, and the deliberate stewardship of prospective applicants and families through the admission process.
- Generate and interpret detailed enrollment reports for review by the Head of School, Senior Leadership, and the Board of Trustees in support of these strategic efforts.
- Review Kingsley’s value propositions and recommend enhancements to ensure that the School remains competitive and attractive to current and prospective families.
- Collaborate with the Advancement Team (which includes Marketing and Communications) to proactively promote these value propositions.
- Plan and execute all existing admissions events while also demonstrating the flexibility to add new or adapt existing public events to support enrollment management.

Experience & Qualifications: This individual will possess:

- Five to seven years of admissions experience at leading independent schools.
- At least a Bachelor's degree though a Master's degree or higher is preferred.
- A demonstrated record of success in enrollment and financial aid management.
- Prowess with data analysis and computer databases (Blackbaud / OnBoard).
- Strategic planning experience, including enrollment management modeling.
- An ability to design, market, and deliver effective outreach.
- Demonstrated ability to grow the size of a school sustainably in terms of setting and achieving enrollment and net tuition goals.
- Experience overseeing an ambassador program, especially with parents.
- Successful management experience and interpersonal skills.
- Excellent communication skills, both verbal and written.
- Strong organizational skills with a keen attention to detail.
- A growth mindset.
- Enthusiasm, intelligence, compassion, and good humor.

Standard Benefits:
- Competitive salary.
- Matching 403b plan.
- A comprehensive dental and healthcare package.
- Extensive professional development opportunities.
- Qualified transportation program including the possibility of parking.
- Tuition remission up to 50%.
- A generous vacation time allowance.
References:

- Five professional references are required.

Start Date:

- July 1, 2020 or sooner.
- This is a full-time, 12-month position.

TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION* BY EMAIL:

- A cover letter describing your interest in the position with overview of your background and experience with children and school admissions.
- A current resume.

APPLICATIONS SHOULD BE SENT TO:
Karen Diamond
Assistant to the Head of School
working@kingsley.org

*electronic file names must be in the following format:
FirstName LastName CoverLetter Year
FirstName LastName Resume Year