



## DIRECTOR OF ADMISSION & ENROLLMENT MANAGEMENT

Overview: Richmond Montessori School seeks a seasoned admissions professional to serve as Director of Admission & Enrollment Management and who reports to, and works closely with, the Head of School, and in close collaboration with the administrative and faculty teams to advance the mission of the school: inspiring academic excellence and nurturing human potential.

Education, Training and/or Experience: Minimum of a bachelor's degree and three to five years experience in the field of independent school admissions at elementary/middle/high school level required. Educational leadership/administration experience preferred and prior experience in Montessori education most welcome.

Other, skills and qualifications: an understanding of child development and educational pedagogy; demonstrated data-driven enrollment management strategies; strong leadership skills with emphasis on team building; ability to manage people, processes and projects simultaneously; exemplary customer service skills, comfortable with public speaking; an energetic and positive approach to work; a commitment to teamwork; an agile and growth mindset; solutions driven with the capacity to manage ambiguity; excellent verbal and written communication skills, time management, and organization skills; ability to maintain the highest level of confidentiality.

School Description: Located in Richmond, Virginia, Richmond Montessori School (RMS) is a non-profit 501(c)(3) independent school serving approximately 280 students aged 18 months-14 years, on two adjacent campuses incorporating almost eight acres of beautiful green space. For over 50 years RMS has remained dedicated to delivering an authentic Montessori education in a student-centered environment and has remained true to the mission of its founders and the principles of Dr. Maria Montessori. We are committed to providing a high fidelity Montessori education in the metro-Richmond area, and are proud of our dual accreditation with the American Montessori Society and the Virginia Association of Independent Schools. Our dynamic team includes 60 dedicated, energetic, and passionate staff who are fully devoted to our core values: **Character, Community, Authenticity, Respect, and Excellence.**

Interested and qualified candidates may submit a letter of interest along with a current resume and three references to Head of School, Grainne Murray, at [gmurray@richmont.org](mailto:gmurray@richmont.org).

The deadline for applications is February 26, 2021. The position begins on or before July 1, 2021. Richmond Montessori School is an equal opportunity employer and an open and affirming community. We seek candidates of diverse backgrounds.

Compensation commensurate with experience and includes a highly competitive benefits package.