



Job Title: Director of Admissions, Advancement, Alumnae & Community Engagement - Academia María Reina

Position Overview:

Academia María Reina is an all-girls Catholic college preparatory school is seeking a dynamic and strategic professional to assume the role of Director of Admissions, Advancement, Alumnae & Community Engagement for the 7th-12th grade level. The Director will play a key role in overseeing the school's advancement, admissions, alumnae, and community engagement office. The ideal candidate will be committed to fostering a joyful working atmosphere, upholding the values of the Sisters of St. Joseph of Brentwood, NY, and demonstrating a growth mindset. A strong commitment to diversity, equity, and inclusion, as well as dedication to social justice and lifelong learning, is essential.

Responsibilities:

1. Advancement and Fundraising:

- Develop and implement strategic plans for fundraising and donor engagement.
- Oversee annual giving campaigns, major gift initiatives, and alumnae relations.

2. Enrollment Management:

- Lead the admissions process, ensuring effective recruitment, selection, and enrollment of students.
- Collaborate with school leadership to develop and execute enrollment strategies.

3. Alumnae Relations:

- Cultivate and maintain positive relationships with alumnae.
- Develop programs and initiatives to engage alumnae in the life of the school.

4. Community Engagement:

- Develop and implement initiatives to engage the broader community in support of the school's mission.
- Collaborate with marketing and communications efforts to enhance the school's public image.

5. Committee Involvement:

- Actively participate in one or two school committees, contributing to the overall development and improvement of the school community.

6. Collaboration:

- Collaborate with school leadership, faculty, and staff to align advancement and enrollment strategies with the school's mission and goals.
- Foster a positive and collaborative working environment.

7. Mission Alignment:

- Embrace and exemplify the values and traditions of the Sisters of St. Joseph of Brentwood, NY.
- Model and reinforce the school's commitment to diversity, equity, and inclusion.

8. Professional Development:

- Demonstrate a commitment to lifelong learning by staying informed about best practices in advancement and enrollment management.
- Participate in professional development opportunities relevant to the role.

Qualifications:

- Bachelor's degree in Business, Communications, or related field (Master's degree preferred).
- Previous experience in advancement, enrollment management, or related fields, preferably in an educational or nonprofit setting.
- Strong interpersonal and relationship-building skills.
- Excellent organizational and leadership abilities.
- Embrace the values of the Sisters of St. Joseph of Brentwood, NY.
- Demonstrated commitment to diversity, equity, and inclusion.
- Excellent communication and presentation skills.

Benefits:

- Competitive salary commensurate with experience
- Comprehensive health, dental, and retirement benefits
- Professional development opportunities
- Vibrant and supportive work environment within a diverse and inclusive community

Application Process:

To apply, please submit a resume, cover letter, and contact information for three professional references through Academia Maria Reina's Website under the "Career" tab. Applications will be reviewed on a rolling basis until the position is filled.

Academia Maria Reina is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. We celebrate diversity and are committed to creating an inclusive environment for all employees.