



## Who are we looking for?

**The Director of Admissions and Enrollment Management**, in partnership with the Head of School and the School's Leadership Team, will serve as the aspirational and inspirational "storyteller" of Galloway to both current and prospective families. This leader will develop and articulate a vision for all aspects of enrollment management within the ever-changing landscape of independent school education in Atlanta. The Director will be expected to lead and inspire a talented team of professionals and to partner with other leaders and stakeholders within the school to ensure that the strategic direction and vision of the school is reflected and supported in the outreach, recruitment, admissions, retention, enrollment, and financial assistance process.

This visionary leader will be asked to engage the entire internal school community while espousing the value proposition of a Galloway education to prospective families. In collaboration with the offices of Development; Communications and Marketing; and Diversity, Equity, and Inclusion, the Director will continually evaluate and monitor the effectiveness of the current outreach, marketing, and communications efforts and develop a multilayered approach to confidently and enthusiastically envision and engage in new possibilities. While not a job requirement, our hope is that the Director will also use their considerable skills, expertise, and knowledge to positively influence the local and national enrollment management landscape.

Ideal candidates should have a minimum of five years of admissions or enrollment management experience in the field of K-12, higher education, or educational nonprofit. A Master's degree is preferred, but is not as important as the ability to do your job well.

## This role might be for you if you are...

- A thought leader with the knowledge and expertise to work with all school constituencies, including community volunteers, faculty and staff, leadership, trustees, families, and alumni, in order to create a comprehensive and compelling admissions process
- A strategic and focused visionary who can develop an admissions blueprint and corresponding goals that provide relevant and measurable outcomes with the ability to create meaning and strategy out of data
- A master communicator who can vividly tell our story and make known the value proposition of a Galloway educational experience to any size group in the school or Atlanta community
- A community builder who will establish and maintain positive relationships with area schools, consultants, admissions directors and organizations and create networking opportunities with them that will attract appropriate students
- A creative collaborator who has the ability to coordinate the development of admissions materials, events, and marketing strategies that support the mission of the school and support all enrollment efforts
- An enrollment aficionado who can efficiently use systems to handle applications and communications so that the process supports and honors the applicant
- A believer in the beauty that all types of diversity and perspectives bring to a community who will curate the selection process of new students and awarding financial assistance
- A leader with integrity and character who knows how to manage family expectations; to deliver news in a manner that is honest, caring, and empathic; and to handle sensitive information with discretion, thoughtfulness, and diplomacy
- A highly skilled decision maker who can discern the need for individual action versus broad input

- A lifelong learner committed to continuous improvement and reflection both personally and professionally
- A team player who is as adept at being in the spotlight as being behind the scenes and doesn't mind being the last one at an event
- A colleague who can find joy and fun in the work

## Interested?

If you embody the qualities, skills, experience, and expertise outlined above, then you might be a great fit to successfully lead this very important part of our school community starting no later than July 1, 2025.

You can apply by emailing materials to [directorofadmissionssearch@gallowayschool.org](mailto:directorofadmissionssearch@gallowayschool.org). Materials for applying include a resumé/curriculum vitae, personal statement/cover letter, a list of three references with name, title, relationship, and contact information. You are also encouraged to include hyperlinks to applicable examples of your work or any other documents/artifacts from your experience that you think represent you and or tell your story in an authentic and real way.

All materials should be emailed no later than February 1, 2025.

## Who are we?

The Galloway School, an independent day school in Atlanta, Georgia, serves a diverse student body of approximately 800 students in PreK3 through grade 12, representing 618 families in 77 zip codes. The school is located on an 8.2-acre campus in the middle of Chastain Park in Buckhead.

***"The Galloway School is a community where learning is joyful, individuals are valued, and self-discovery is encouraged. Galloway students confidently embrace challenges while developing the knowledge, skills, and cultural competence to thrive as enlightened contributors in their chosen pathways"***

For more than 50 years, Galloway has provided pioneering, experiential learning structures that empower students to take charge of their own educational experience, promote a lifelong love of learning, and equip students to be change-makers in their community and beyond. Our founder, Elliott Galloway, wanted "to make life more meaningful for children by helping them to become competent and self-motivated individuals."

There is a reason that, among the independent schools in Atlanta, Galloway stands out, with a one-of-a-kind learning model and educational approach that values the intrinsic gifts and identity of every individual. Our philosophy encourages academic excellence while maintaining a student-centered focus. Our students set and achieve goals based on individuals striving for excellence, rather than in competition with others. Students pursue a strong academic curriculum and are guided by teachers and staff to make their own decisions about their education. The value placed on the unique qualities of each child is reflected in small classes, personal interaction between students and teachers, and flexibility in planning the best learning approach for each child. Teaching and learning is a community enterprise: students, staff, faculty, administration, and parents are all partners in this venture.