

Open Position Bradford Christian Academy Director of Admissions

Bradford Christian Academy is seeking an experienced independent school admissions professional to oversee the school's admissions process from inquiry through enrollment. Reporting to the Head of School, BCA's Director of Admissions works closely with the Director of Finance to manage the school's variable tuition program and with the Marketing and Communications Coordinator to ensure continuity in messaging. The Director of Admissions also works with the Head of School and Principals to oversee the school's retention strategies. The ideal candidate will have:

- a proven track record of growing enrollment in an independent school setting,
- working collaboratively with colleagues to implement recruitment strategies that meet the school's enrollment goals,
- natural leadership and relationship skills
- clear vision for building the admissions department to meet the changing demands of the independent school market, and
- commitment to supporting the faith-based mission of the school.

BCA ENVIRONMENT and VALUES

Bradford Christian Academy is an independent, faith-based, college preparatory school, serving grades K-12. Through our mission statement BCA believes in, "Inspiring lives of character and service through college preparatory academics integrated with a Christian faith perspective in a community distinguished by grace." The Academy highly values faith, inquiry, excellence, service, and diversity, and endeavors to nurture students to reach their full potential in their academic skills, spiritual growth, and extracurricular talents.

SALARY & BENEFITS

This is a full-time position. Salary is negotiable, commensurate with experience and/or qualifications. Approximate starting date: July 1, 2022.

APPLICATION PROCEDURE

Mail or electronically submit a resume, cover letter, and two professional references to:

Victoria Kennedy

Head of School

Bradford Christian Academy

97 Oxford Avenue

Haverhill, MA 01835

e-mail: Victoria.kennedy@bradfordchristianacademy.org.

PLEASE NOTE THAT NO APPLICATIONS WILL BE CONSIDERED UNLESS **ALL** APPLICATION MATERIALS ARE RECEIVED.