



## **Evergreen Country Day School | Evergreen, Colorado**

### **Director of Admissions**

#### **Position Overview**

ECDS seeks a strategic, systems-minded, and relational enrollment leader to guide admissions, strengthen our community story, and help shape our next chapter of growth. This is a hands-on role that combines day-to-day enrollment management with strategic thinking about the school's future

At Evergreen Country Day School (ECDS), enrollment is about more than filling seats; it is about building authentic relationships, finding families who are excited by our mission and creating a community where students thrive academically, socially, and emotionally.

The Director of Admissions serves as a key partner to the Head of School, leading all aspects of the enrollment process while contributing to broader conversations about institutional direction, market positioning, and long-term sustainability.

#### **About Evergreen Country Day School**

Evergreen Country Day School is an independent PK-8th grade school located in the foothills west of Denver, Colorado. Serving 240 students, ECDS is known for its strong sense of community, innovative programs, and deep commitment to developing confident, capable, and compassionate learners. We were recently recognized as *Best School* in Evergreen and the *Top Independent School* in Colorado.

Our mission is to inspire and prepare students to thrive and create a better world. We emphasize character, curiosity, leadership, and belonging.

Over the past five years, ECDS has experienced significant growth, from 150 students to 240+. As we continue to evolve thoughtfully, we need an enrollment leader who can sustain this momentum while ensuring we stay true to our mission and values.

#### **The Role**

This is an enrollment position with significant autonomy and direct access to school leadership. You will manage the full enrollment cycle, from inquiry to enrollment to re-

enrollment, while also thinking strategically about ECDS's market position, growth trajectory, and institutional health.

You will spend most of your time on core enrollment work: building relationships with families, conducting tours, managing the admissions process, coordinating events, and ensuring a welcoming experience for prospective families. But you will also have meaningful opportunities to shape strategy, analyze data, refine messaging, and contribute to leadership conversations about ECDS's future.

## **Key Responsibilities**

### **Enrollment Management (Day-to-Day)**

- Manage the full admissions cycle from inquiry through enrollment
- Conduct family tours and interviews
- Coordinate admissions events (open houses, prospective parent gatherings)
- Oversee application review process in partnership with academic leadership
- Manage re-enrollment for current families
- Administer financial aid process in partnership with the Director of Finance and Operations
- Maintain FACTS admissions system and enrollment data
- Guide families through the admissions journey with clear, responsive communication

### **Strategic Enrollment Leadership**

- Partner with Head of School on enrollment forecasting and planning
- Monitor enrollment trends, market dynamics, and competitive landscape
- Use data to inform decision-making and identify opportunities; this includes preparing and presenting these conclusions to the Board
- Contribute to conversations about program growth and long-term strategy
- Refine and strengthen ECDS's enrollment messaging and positioning

### **Community & Relationship Building**

- Build authentic, trusting relationships with prospective and current families
- Serve as a visible ambassador for ECDS in the Evergreen and greater Denver communities
- Collaborate with advancement and communications on messaging and outreach

### **You would bring:**

- 3+ years of experience in admissions, enrollment, advancement, sales, strategy or related work in mission-driven organizations
- Strong relationship-building skills and genuine warmth with families and students
- Ability to manage multiple priorities and work independently
- Strategic thinking and comfort analyzing data and translating insights into action

- Excellent written and verbal communication
- Collaborative mindset and comfort working across departments
- Genuine excitement about small school environments where you can have real impact

## **Why This Role**

This is an opportunity to lead enrollment at a thriving school during a period of intentional growth. You will have:

- Real influence: Direct partnership with Head of School, voice in strategic decisions
- Autonomy: Freedom to shape the role around your strengths
- Impact: In a school of 240 students, your work directly influences the community we are building
- Urban and Mountain Lifestyle: ECDS offers mountain recreation 20 minutes from Denver
- Growth: Build systems, refine strategy, and enhance your leadership skills

## **Compensation & Benefits**

- Salary: \$85-105,000, depending on skill set and experience
- Health, dental, and vision insurance
- Retirement plan with employer contribution
- Generous paid time off
- Tuition remission for children attending ECDS
- Professional development support