

SAINT THERESA OF THE CHILD JESUS SCHOOL

192 SUMMER STREET
SOMERVILLE, MA 02143

October 23, 2019

DIRECTOR OF ADVANCEMENT & ADMISSION

Somerville, MA

St. Theresa School, is seeking to hire a Director of Advancement & Admission. This person is a member of the school's Executive Team, will report to the Principal and will be responsible for planning, coordinating and directing the school's enrollment management and development efforts.

Qualified candidates will possess experience in enrollment management, development, sales, marketing, communication and/or volunteer management. Experience in a parochial or not-for-profit environment is preferred.

The successful candidate will have strong interpersonal skills with the demonstrated ability to engage volunteers, prospects, parents, grandparents, students, alumni, faculty and administrative staff. The ideal candidate will exhibit vision and drive with an entrepreneurial spirit and will be committed to embracing the mission of St. Theresa School. Candidates must be willing and able to travel locally and work some nights and weekends.

For a complete Position Description and additional information on St. Theresa School, visit our website at www.stcatherinesomerville.net.

Qualified candidates may send cover letter, resume and salary requirements to:

Marian R. Burns

Marian R. Burns

Principal

Email: www.marianrburns@yahoo.com