



**Inquiry-Driven School on the Fitzsimons Innovation Campus in Colorado
Seeking **Director of Admissions and Community**
2022-2023 (flexible start date between April 1 and July 1)**

Are you...

- Creative, flexible, and innovative?
- Energized by interactions with others?
- Driven by a commitment to change the status quo in education?
- Passionate about sharing an innovative educational model?

Do you want to...

- Promote wonder and joy in learning?
- Collaborate with others to develop inquiry programming in all areas of a small, innovative school?
- Share and promote a curriculum that inspires and excites while meeting the needs of each child?
- Play an essential role in launching an innovative school?
- Work hard, receive feedback, grow, and learn?

Do you have...

- A deep belief that every child can thrive?
- A commitment to inquiry-based curriculum?
- An attitude that exemplifies teamwork and personal responsibility?
- A commitment to building and maintaining a strong, positive culture of learning and achievement, well-being, and belonging?
- Excellent written and verbal communication skills?
- Experience working with families?
- An interest in forming strategic partnerships?

Compositive Primary School, an innovative new elementary school on the Fitzsimons Innovation Campus, seeks a Director of Admissions and Community Outreach to work closely with the Head of School, Administrative Team, and Faculty. The Director will be the point person in marketing and promoting the school, will lead the admissions events, and will guide families through the admissions process. As we are a workplace-based school, the Director will do the outreach and guide the formation of strategic partnerships with Anschutz Campus and Fitzsimons Innovation Community. The school is committed to creating an inclusive environment for a diverse group of students and families.

Responsibilities

- Oversee the admissions office, including creation of the admissions budget and appropriate admissions and marketing materials, mailings, and publications.
- Organize and administer, with the Head of School, the flexible tuition program.
- Manage admissions events, such as open houses, tours, interviews, and visits.
- Conduct presentations (e.g., feeder schools, consultants, and school fairs) to promote Compositive Primary and attract prospective students and their families.
- Track and move prospective families through the admissions process, advancing the schools mission and purpose when interacting with families in writing, on the phone, and in person.
- Evaluate continually and revise when necessary all aspects of the admissions and marketing program with the goal of bringing in a diverse group of mission-appropriate students and maintaining capacity enrollment of highly qualified students.
- Craft internal communications providing internal marketing.
- Maintain and organize inquiries and admissions/enrollment paperwork. Create annual retention plan; oversee/assist with re-enrollment process and setting tuition.
- Create admissions reports to share with the Head of School and the Board.
- Conduct advanced research about partnerships on the Anschutz and Fitzsimons campuses, as well as other corporate and non-profit organizations.
- Help create and lead community fundraising activities.

Professional and Personal Qualifications

The successful candidate will possess a Bachelor's and/or Master's degree, will be strongly committed to inquiry-based education, and will have superior communication skills, both verbal and written. Additionally, the successful candidate will be a team player who displays a consistently positive attitude and an enthusiasm for hard work and collaboration. Superior organization and interpersonal skills are a must, as are warmth, sense of humor, and flexibility. Candidates should also be goal oriented and able to take initiative, willing to work occasionally in the evening and on weekends, have strong computer skills, and demonstrate the ability to devise strategy collaboratively.

This is a full-time, 12-month position, requiring approximately 40 hours per week, as well as additional time in the evenings and on weekends occasionally.

Compensation

- Health, life, dental, and vision insurance, a flexible health spending account, paid time off, and 403(b)
- Holidays, vacation time, and sick leave
- Professional development opportunities
- Salary range based on admissions and marketing experience: \$62,000-\$80,000

To apply, please send a cover letter addressed to Heather Mock, Head of School; a resumé; and a list of four references to careers@compositiveprimary.org by March 31.