



Rev. G Scott Shaffer, Director

Mr. Darryl Heale, Interim Principal

Position Title: Director of Enrollment Management

Location: Donovan Catholic High School, Toms River, NJ

Position Overview: 12 month position immediate opening

Donovan Catholic High School is seeking a dynamic, relationship-driven Director of Enrollment to lead and manage all aspects of the school's enrollment process. This individual will play a vital role in advancing the mission of the school by attracting, recruiting, and retaining a diverse student body. The Director of Enrollment will serve as the primary ambassador for prospective families and will work collaboratively with school leadership, faculty, staff, and the broader community to promote Donovan Catholic's values, programs, and traditions. The candidate will have to understand that Enrollment is the driving force of revenue to operate the school.

Key Responsibilities:

- Develop and implement a comprehensive enrollment management plan, including recruitment, admissions, and retention strategies
- Serve as the primary point of contact for prospective students and families, guiding them through the admissions process from inquiry to enrollment
- Plan and execute admissions events such as open houses, information sessions, and school visits
- Build and maintain strong relationships with feeder schools, parishes, and community organizations
- Collaborate with marketing and communications to promote the school's brand and increase visibility
- Analyze enrollment data and trends to inform strategic decision-making
- Oversee application review, admissions decisions, and enrollment communications
- Work closely with the administration to support student retention initiatives
- Collaborate with the Financial Aid Coordinator and the Director of Advancement to ensure each student is offered a fair financial aid package

Qualifications:

- Bachelor's degree required; Master's degree preferred
- Minimum of 5 years experience in admissions, enrollment management, or related field, preferably in education
- Strong interpersonal, communication, and organizational skills
- Ability to build relationships and connect with students, families, and community partners
- Commitment to the mission and values of Catholic education
- Experience with data analysis and enrollment management systems is a plus

Preferred Attributes:

- Energetic, personable, and highly motivated
- Strategic thinker with the ability to execute and achieve enrollment goals
- Collaborative team player with strong leadership skills
- Passion for working with students and families in a faith-based environment

How to Apply:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to employmentopportunity@stjosephthomsriver.org.

Join a vibrant and faith-filled community dedicated to academic excellence, leadership, and service.

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