



Cristo Rey Jesuit Seattle High School

Job Posting: Founding Director of Recruitment and Enrollment

[Cristo Rey Jesuit Seattle High School](#) seeks a mission-driven, student- and community-centered Founding Director of Recruitment and Enrollment to manage its Admissions and Enrollment process, beginning July, 2023 as we prepare to welcome our first freshman class in Summer, 2024. The Director reports directly to the President, and serves as a vital member of the school's leadership team.

About Cristo Rey Jesuit Seattle High School:

CRJS will open in 2024-25 as a 9-12 Catholic school educating young people of limited economic means and all religious faiths to become "people for others." Through a rigorous college-preparatory curriculum, integrated with professional experience and spiritual development, students will graduate empowered to succeed as scholars and citizens. CRJS is a part of the [largest network of high schools](#) in the US exclusively serving low-income youth, as well as a proud member of the Jesuit Schools Network and Jesuits West.

Cristo Rey Jesuit Seattle High School has completed the thorough feasibility process required by the Cristo Rey Network, has the support of a deeply committed Board and a diverse contingent of community leaders, and has hired as its Founding President Paul Hogan, former Principal of Jesuit High in Portland, OR. CRJS has identified a likely site for the school and has sufficient funding and community support to ensure a successful launch in the 2024-25 school year.

About Seattle:

[Seattle](#) is a dynamic, multicultural metropolitan area of 4 million that hosts Fortune 500 companies including CRJS partners Microsoft, Amazon, and Costco. From stunning views of the Puget Sound, city lakes, and mountains, to world-class museums, parks, pro sports teams, universities, and fresh seafood, Seattle is a place where dreams come true. Cristo Rey Jesuit Seattle fills a crucial role as an accessible option for economically-challenged families in the region.

About the Cristo Rey Network

The Cristo Rey Network includes 40 independent Catholic high schools in 25 states that exclusively served young men and women from economically disadvantaged communities in transforming their life trajectories through education. Cristo Rey Network schools deliver an innovative approach that integrates four years of rigorous college preparatory academics with four years of professional work experience through the Corporate Work Study Program.

This unique educational model has powerful formational impact on students—demystifying the world outside their neighborhoods, developing in both the classroom and the workplace critical cognitive and non-cognitive skills, introducing them to inspirational role models and supportive mentors, and strengthening the competence, confidence, and aspiration so important to college and career success. The impact is clear: Cristo Rey graduates enroll and graduate from college at twice the rate of their low-income high school graduate peers.

Position Summary

Reports to the school President. Collaborates directly with prospective students, parents, faculty, area schools and community organizations.

The Director of Recruitment and Enrollment plays the crucial role of recruiting, admitting and enrolling new and transfer students to Cristo Rey Jesuit Seattle and is responsible for meeting the annual enrollment goal set by the President and the Leadership Team. As the first point of contact for many students, parents and community members, the position requires both a commitment to the mission of Cristo Rey – and a particular passion for expanding our unique program to underserved students – and an ability to build community and develop and manage relationships with local schools, organizations, churches, and community leaders.

The position manages the daily operations of the Recruitment and Enrollment Department and the planning and development of all recruiting and admissions related matters. The Director articulates the mission, programs and opportunities of Cristo Rey Jesuit Seattle to students, parents/guardians, elementary/middle school educators, principals and counselors, and other gatekeepers and thought-leaders in the community. He/she must be able to adapt to changing responsibilities and maintain absolute confidentiality.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed as directed by the President and according to the established policies, procedures and guidelines outlined in Cristo Rey Jesuit Seattle policy and procedures manual.

Primary Responsibilities

- Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.
- Build external relationships designed to recruit students who fit the Cristo Rey student profile with Catholic, public, charter and other private elementary and middle/junior high schools in surrounding areas as well as with community organizations, employers, groups and nonprofits serving youth and parents.
- Represent Cristo Rey Jesuit Seattle to potential students and their families at high school fairs, expos, church services, community fairs, and other community gatherings, often with representatives of the school community such as student ambassadors.
- Communicate the mission and value of the school to the community and external stakeholders through a variety of mediums in collaboration with the Recruitment & Enrollment Coordinator, Director of Communications, and Advancement Director, as appropriate.
- Staff management: lead the Recruitment and Enrollment Department which includes regularly reporting to the president and to the Board, conduct effective team meetings and one-on-ones, provide subject matter expertise and support to direct reports, set and manage annual budget.
- Develop, maintain and manage year-long recruitment and enrollment plans that integrate ongoing, multi-level efforts with multiple internal and external stakeholders while balancing ongoing recruitment efforts with time-sensitive enrollment tasks.
- Manage and collaborate with the Recruitment & Enrollment Coordinator and Director of Communications to develop marketing strategies, especially with design of promotional materials and use of social media. Will also assist the Director of Communications in the design of advertisements, mailings, web pages, and other publications that will promote the school to prospective students and their families.
- Organize, oversee and participate as appropriate in the interview and admissions process which includes coordinating with faculty, Corporate Work Study staff, school leadership and prospective students and their families to ensure a timely, smooth and effective admissions process.

- Plan, execute and garner internal and external engagement in school ambassadorial programs such as Open Houses, Shadow Days and other promotional events.
- Provide superior customer service by maintaining timely communication in Spanish & English with prospective students and their families.
- Assist families through the financial aid process, including the completion of income verification.
- Share with the Recruitment & Enrollment Coordinator the responsibility for maintaining databases and assembling admissions-related materials for mailings to schools and prospective students, sending out mailings.
- Model appropriate and ethical behavior and professionalism for the student population.
- Support Recruitment & Enrollment Coordinator with the school's Ambassadors Program for students and parents.
- Manage and prepare comprehensive, data-driven reports about recruitment, enrollment and retention for the President and Board of Directors as well as the Cristo Rey Network.
- Attend and participate in Cristo Rey Network programs and professional development for Recruitment & Enrollment Directors or Assistant Directors or other programs as directed by the President.
- Some nights and weekends are required.

Other Position Responsibilities

- Complies with federal, state and local safety laws.
- Maintains a neat and safe work area.
- Performs other duties as assigned.

Qualifications & Skills

- Bachelor's Degree required.
- 2-4 years in recruitment, enrollment services, non-profit management, marketing, student services or related fields.
- Bilingual preferred.
- Ability to serve economically disadvantaged, racially diverse students and their families with patience and humility.
- Highly collaborative, dynamic leader with the ability to manage a large number professional relationships with a variety of stakeholders
- Strong organizational, time management and communication skills (verbal, listening, & written).
- A passion for learning about the educational landscape in which Cristo Rey operates and demonstrated commitment to the mission of the Cristo Rey Network and model.
- Culturally aware and responsive to various cultural needs of the communities we serve.
- Demonstrated objectivity, neutrality, and calmness under pressure and timely follow-through on commitments.
- High ethical standards with personal integrity and the ability to convey a positive public image, acting in the best interests of the school.
- Strong interpersonal and communication skills and the ability to work effectively with all community members.
- Ability to collaborate, establish and maintain positive working relationships with all community members.
- Demonstrated ability to inspire, lead and work collegially with faculty and staff.
- Detail-oriented, able to multi-task and remain flexible to the changing needs of the school and our many constituencies.
- Demonstrated ability to provide a high level of service to all customers and stakeholders.

- Ability to manage multiple, complex priorities with demanding time frames.
- Ability and flexibility to thrive in a fast-paced, entrepreneurial school environment.
- A deep belief that all students deserve access to an excellent, Jesuit, Catholic, college-preparatory education.
- Compliance with BCI and FBI background checks and completion of Protecting God's Children program or equivalent local Diocesan-required program.
- **Licensure/Certification:** Valid driver's license required; must be insurable with good driving record. Reliable transportation to recruiting sites is required.

Salary: \$80,000 - \$95,000 annually, depending on experience.

Benefits: As an employee with Cristo Rey Jesuit Seattle, you will enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, voluntary supplemental life and disability coverages, and generous paid time off.

How to Apply:

We encourage professionals from a range of backgrounds and experiences to apply for this position. Qualified applicants with a passion for Cristo Rey's mission are encouraged to apply by April 10, 2023. If we receive a number of qualified applicants before April 10, we may begin the interview process earlier.

Interested applicants may apply online through the [Cristo Rey Jesuit Seattle website](#).

When your application is complete, please upload the following materials [HERE](#)

- Résumé, including educational and work experience, and LinkedIn profile if you have one.
- Cover Letter (not longer than one page) articulating your interest in serving as Founding Recruitment and Enrollment Director.
- Two-page response to the following questions (not longer than 750 words total):
 - What past experiences have prepared you to serve as Founding Recruitment and Enrollment Director at CRJS?
 - What are your strengths and areas for growth as they relate to this position?
 - What qualities do you seek in recruiting and admitting students?
 - How will the Jesuit, Catholic identity and charism of the school inform your work as Director?
- References, including the names and contact information of four professional references.

Equal Opportunity Employer:

Cristo Rey Jesuit Seattle High School encourages applicants from a wide array of fields, experiences, and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey Jesuit will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, religion when it is not a requirement for the position, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.