Linfield Christian School seeks a dynamic, collaborative, and experienced admissions professional to serve as its **Director of Admissions & Enrollment Management**. Located in a vibrant and growing community of Southern California, Linfield Christian is an independent college preparatory school of more than 750 students, from Transitional Kindergarten through grade 12. The school is home to a thriving and passionate community of faculty, staff, and parents committed to excellence in Christ-centered college preparatory education. More specifically, Linfield Christian exists to develop and inspire students to know Jesus Christ as Lord, to love others as themselves, and to grow in knowledge and skill in order that they may serve the Lord and the world through their character and leadership. Founded in 1936, Linfield Christian has deep roots in the community and a rich history of success in Christian education.

**Responsibilities**

- Represent Linfield Christian as a warm and authentic ambassador who embodies the ideals and mission of the school in both words and actions
- Lead the day-to-day operations of the Admissions Office using effective planning, interpersonal, and project management skills
- Create and implement a comprehensive recruitment and enrollment plan each year that will strategically attract, enroll, and retain a diverse and mission appropriate student population
- Evaluate the success of the recruitment and enrollment plan each year and prepare reports to advise the Head of School and Board of Trustees on all aspects of the admissions and enrollment processes, including trends, forecasts, successes, and challenges
- Design and coordinate the execution of engaging activities, such as on-campus experiences and open house events, that will showcase the rich offerings and value of Linfield Christian to prospective students, families, and members of the community
- Steward prospective students and families throughout all phases of the admissions process, from initial contact through enrollment and onboarding
- Develop strategic relationships, both on and off campus, that will provide ongoing opportunities to share the values of the school to new and existing communities
- Supervise, manage, and evaluate all members of the Admissions Office
- Recruit and meaningfully engage a team of volunteers to help achieve Admissions Office objectives
- Partner with the marketing office in the creation of effective media, campaigns, presentations, and materials
- Oversee and manage the budget for the Admissions Office
- Serve as a member of the Financial Aid Committee
- Develop, implement, and assess policies, procedures, and systems for the Admissions Office, to ensure they remain consistent with school policies and legal requirements
- Engage in professional development opportunities to remain current on trends in education and innovative new approaches to school admissions and enrollment management
- The Director of Admissions and Enrollment Management is a full-time position and reports to the Head of School
- At times, this position will require travel as well as business conducted on evenings and weekends
- Other duties as assigned
Desired Qualifications

- A mature, personal and growing relationship with Jesus Christ
- A profound passion for and commitment to the Mission and Vision of Linfield Christian School
- Bachelor’s degree required, advanced degree preferred
- Previous experience in a K-12 Private Education setting
- Five years of leadership experience in admissions and/or related professional context
- Proven track record as a highly collaborative professional with the personality and skills to successfully lead, manage and work with a wide range of individuals
- Ability to think critically, work collaboratively, respect confidentiality, and use data to make informed decisions in the best interest of the school
- Exceptional interpersonal, verbal, written, and presentation skills
- Highly organized with an ability to manage a range of objectives and to execute multiple objectives concurrently
- Ability to work evenings and weekends and to travel
- Start date is negotiable

Interested candidates should apply by sending a Linfield Christian School Staff Application, cover letter and resume to hr@linfield.com and please include the job title in the subject heading.