



Director of Admission and Enrollment

Mission: REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

Organization: For over 27 years, REACH Prep has helped motivated and talented Black and Latinx students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission to and thrive in rigorous independent schools. Upon admission to REACH Prep at the end of fourth grade, students benefit from a 12-year educational continuum, including comprehensive academic preparation and enrichment, leadership training, and supplementary individual and family guidance that prepares them to succeed at and graduate from competitive colleges. REACH Prep's model of access to high-quality education along with sustained, extensive and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep is easily accessible for those traveling from New York City or New Haven. Our office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford's Metro North Station. REACH Prep follows local, state and federal guidelines regarding COVID-19 to ensure compliance and employee safety.

The Director of Admission and Enrollment will lead all aspects of admissions and enrollment management and report to the Chief Executive Officer. Please note that admission to REACH Prep is in the fourth grade only. This position is a great fit for someone that has both interpersonal skills and "hard" skills of data management/reporting or has a desire to grow in their knowledge of database management.

Responsibilities:

- Be an effective and enthusiastic spokesperson for REACH Prep's mission and values.
- Cultivate relationships with public and parochial elementary schools, community-based organizations and civic groups in Fairfield and Westchester counties and the Bronx.
- Liaise and communicate with families, schools and community organizations throughout the admission process.
- Manage the Parents Admissions Network, a volunteer group of REACH Prep parents who assist with recruitment and outreach.
- Plan, conduct, and oversee all admission activities, including recruitment events, information sessions, admission testing, family and student interviews, and orientation.
- Coordinate and participate in all aspects of the Admissions Committee's work.
- Manage the collection, screening, processing and tracking of application materials, including financial documents, academic records and standardized testing.
- Utilize Salesforce and Excel to track and manage all prospective applicants' information, and produce admission reports to ensure that admission goals are being met.
- Set-up and manage Salesforce communication templates, workflows and admission dashboards.
- Lead the enrollment process for new admits and annual re-enrollment for 250 current students.
- Use current trends, best practices, and quantitative analysis to inform the enrollment strategy.
- Work with the CEO and the Development team to manage ongoing strategic communications with community partners and prospective families by email, print, social networks and other media.
- Provide occasional support at Prep Academy, REACH Prep's academic enrichment program.

Qualifications:

- Bachelor's degree.
- Minimum 3 years of full-time relevant work experience.
- Spanish fluency highly desired.

Qualifications (continued):

- Commitment to REACH Prep’s mission.
- Strong work ethic combined with a high degree of professionalism, and the ability to maintain absolute confidentiality and the integrity of the admissions process.
- Leadership skills and the ability to manage multiple projects and meet deadlines.
- Demonstrated cultural competency skills to effectively communicate and collaborate within REACH Prep and the broader communities that we serve.
- Excellent interpersonal written and verbal communication skills.
- Ability to comfortably, warmly and effectively engage with both large and small groups of adults and students.
- Strong presentation skills.
- Superlative organizational skills and attention to detail.
- Ability to work both as part of a team and independently to accomplish departmental and individual goals.
- Positive energy and flexibility.
- Proficiency with Excel and databases required – familiarity with Office and Salesforce a plus.
- Ability and willingness to work evenings and weekend hours.
- Experience with financial aid processes and procedures a plus.
- Valid driver’s license.

Start Date: February 2022

Salary: REACH Prep offers a competitive compensation and benefits package.

To Apply: Please submit a cover letter and resume via email only to Rosa Ortiz, Deputy Director, at rortiz@reachprep.org. Please use the subject title “REACH Prep Director of Admission and Enrollment.” No phone calls, please. REACH Prep can respond only to those candidates who will receive an interview. Thank you.

REACH Prep is an equal opportunity employer and welcomes applicants from diverse backgrounds.