

BC HIGH

Vice President of Enrollment Management

About BC High:

Boston College High School is a Jesuit, Catholic college preparatory school for boys in grades 7-12. We strive to challenge our students to become young men of integrity, educated in faith and for justice, committed to academic excellence and service to others. As a Jesuit, Catholic school, we strive to reflect the diversity of our church and community. Our mission since 1863 has been to form leaders of competence, conscience and compassion who seek to do all things ad majorem Dei gloriam – for the greater glory of God.

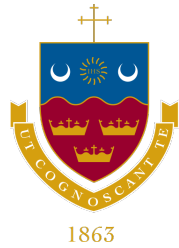
The Opportunity:

BC High is on a trajectory with several years of strong incoming classes. Total enrollment is consistently above 1,400 boys each year. With over \$75M in recent philanthropic commitments, including a \$49M gift from the late alumnus, Patrick Cadigan '52, to build the Cadigan Family Foundation Wellness Complex, a unique moment in time exists for a thoughtful, energetic, skilled enrollment leader to continue to build on the 158 year history of BC High creating men for others.

The VP of Enrollment Management will lead all operations, reporting and data analytics surrounding the recruitment, admission and enrollment of BC High students. S/he will develop and refine a robust, innovative and strongly integrated enrollment strategy, increasing the visibility and unique opportunities for students who attend the school. The VP of Enrollment Management will lead a high-achieving team and will fine-tune current enrollment systems to provide meaningful and personalized support to both current and future students and families.

Leadership

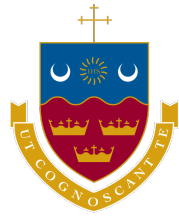
- Serve as a member of BC High's President's Cabinet, leading long and short term enrollment strategies that will meet BC High's ambitious plans.
- Collaborate across departments school-wide to ensure an integrated approach to recruitment and retention of BC High students.
- Oversee all operations for the department, surrounding the recruitment, admission, enrollment, retention and financial aid awards for BC High students grades 7-12.
- Work in partnership with the Vice Principal of Students and the 12 House Leaders to create a dynamic retention strategy, early warning system and feedback loops to the school community.
- Lead timely reporting and data driven analytics on progress, forecast and outcomes throughout the enrollment cycle.
- Participate by invitation in Board of Trustee meetings and committees, keeping the Board fully apprised of the school's enrollment and tuition assistance endeavors.
- Oversee staffing and provide leadership for the enrollment management team.



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Responsibilities

- Review current practices and implement improvements to business processes and integration to improve efficiency of the enrollment department.
- Continually analyze recruitment, admission and financial aid data to recommend recruitment strategies and planning.
- Deploy, maintain and evaluate the effectiveness of innovative recruitment technology and techniques in support of BC High's strategic plan including identifying new technologies that may enhance the school's efforts.
- Work collaboratively with the VP External Relations on all branding and marketing initiatives to attract, recruit and admit a new entering class each year.
- Integrate the work of the Directors of the Shields Center, Mike White Leadership Center, and the Hyde Center into the admissions strategy.
- Build operational excellence by streamlining data processes to improve communication, turnaround time, accuracy, and enhance the overall experience for families connected to BC High.
- Oversee the design and calendar of admission events, including planning and executing all aspects of community gatherings, individual family and student visits, open houses, applicant screenings, and welcoming events.
- Increase the school's visibility and outreach to new organizations and communities.
- Proactively manage retention.
- Lead and continue to build upon the existing Alumni, Parent and Student Ambassador Programs, empowering all to convey the essence of BC High in an impactful way.
- Maintain, interpret, report, and present key enrollment statistics, including NAIS and JSN metrics and Board presentations.
- Collaborate with the President, Principal and Director of Equity and Inclusion in our efforts to attract an increasingly diverse student body.
- Collaborate with the VP of External Relations for all necessary admission related events, marketing, and communication to enhance visibility and outreach to the external and internal community and to build and steward a strong referral network.
- Collaborate with counselors, learning specialists and admission committee to responsibly gather information needed for applicants with history of learning differences.



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Mission and Community

- Support the mission of BC High and the Ignatian values that strive to form leaders of competence, conscience and compassion.
- Enthusiastically serve as a member of the senior staff that leads and supports school-wide initiatives, policies, events, and procedures.
- Flexibility to support other departments and faculty members with events and activities.

Qualifications:

- Graduate degree required
- Minimum of eight-years of experience in a senior enrollment management position
- Exceptional communication and organizational skills
- Demonstrated ability to create a vision and implement change
- Deep understanding of recruitment, yield, and retention strategies