



Director of Advancement and Enrollment Management

St. Gerard Majella School, Paterson

St. Gerard Majella School is currently seeking a Director of Advancement and Enrollment Management to plan, coordinate, and manage marketing, enrollment and fundraising programs.

This is a full-time, 12-month position.

The DAE will be responsible for enrollment management, development, communications, and strategic planning.

Salary commensurate with experience.

Job Qualifications

- A minimum of 5 years of experience preferred in Admissions or Development. Volunteer management and board experience a plus. Experience in a not-for-profit environment, parochial, independent school is preferred.
- Demonstrated success in admissions and/or development, preferably in an education setting.
- Ability to appreciate and communicate a passion for Catholic elementary education.
- Demonstrated leadership and effectiveness in developing and accomplishing organizational goals.
- Ability to build a team, effectively recruit and manage volunteers.
- Superior oral and written communication skills.
- Ability to conceptualize and execute strategic plans, the ability to interact confidently and effectively with school staff, students, donors, trustees (board members), school administration, the media and alumni.
- Working knowledge of Microsoft Office (Word, PowerPoint, Excel) and social media is required.
- Bachelor's degree in related field.
- Be a practicing Catholic.
- Fluent in Spanish