

# Opportunity Profile



**EASTERN CHRISTIAN  
SCHOOL**

*Engaging ♥ Nurturing ♥ Transforming*

**OPPORTUNITY PROFILE**  
*for the position of*

**DIRECTOR OF  
ENROLLMENT MANAGEMENT**

[www.easternchristian.org](http://www.easternchristian.org)



# Our School



RANKED **50** BEST CHRISTIAN HIGH  
ONE OF SCHOOLS IN AMERICA

## ACADEMICS



**160**  
FACULTY  
AND STAFF



**100%**  
GRADUATION  
RATE



**11:1**  
STUDENT:TEACHER RATIO



**5,000+**  
HOURS OF STUDENT  
SERVICE ANNUALLY



**95%**  
COLLEGE  
PLACEMENT



**SETON HALL  
UNIVERSITY**  
1856

**34** COLLEGE CREDITS  
AVAILABLE

## EASTERN CHRISTIAN SCHOOL



## Community

## COMMUNITY



**1892**  
YEAR ESTABLISHED



**100%**  
INDEPENDENT  
CHRISTIAN  
SCHOOL

**967**  
STUDENTS



**603**  
FAMILIES



**200+**  
CHURCHES  
REPRESENTED



**4** COUNTRIES  
REPRESENTED



**113**  
COMMUNITIES  
REPRESENTED

STUDENT  
DIVERSITY



56% WHITE  
15% ASIAN  
14% HISPANIC or LATINO  
7% BLACK  
8% MULTIRACIAL

## EXTRACURRICULAR



**34**  
ATHLETIC TEAMS  
GRADES 6-12



**30+**  
HIGH SCHOOL  
CLUBS & ACTIVITIES

Eastern Christian School operates on three suburban campuses in beautiful Bergen and Passaic Counties, New Jersey, less than 25 miles west of New York City. The school's community combines the benefits of well established small towns with thousands of acres of open space and the excitement of living on the threshold of the world's most vibrant and exciting city with its plethora of cultural, artistic, and athletic attractions. Recreational opportunities abound year round, with proximity to New Jersey's over one hundred miles of white sand, Atlantic beaches in the summer and ski resorts within easy reach to the north and west in winter. Eastern Christian's location is ideal for travel throughout the northeast United States and around the world with easy access to Newark, LaGuardia and Kennedy airports, local and long-distance train service, and the interstate highway system.

The Eastern Christian School community represents a wonderfully diverse tapestry of racial, ethnic and worship traditions, befitting a Christian learning community located in one of the most diverse metropolitan areas in the world! Founded in the Reformed theological tradition, the school community now includes approximately 200 different congregations from more than a dozen theological traditions.



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## Eastern Christian School Mission Statement

*By providing an excellent academic curriculum, offering a variety of extracurricular activities, and assembling a caring, culturally diverse community, we, with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.*

## Position Description

<b>Position Title</b>	Director of Enrollment Management
<b>Reports To</b>	Head of School
<b>Overall Responsibility</b>	The Director of Enrollment Management will be responsible for leading and overseeing all aspects of the school's enrollment functions. In partnership with the school's leadership team, the Director of Enrollment Management will develop and execute strategic initiatives to drive enrollment and retention at Eastern Christian School.
<b>Key Tasks &amp; Responsibilities</b>	<p><b>Strategic Enrollment Planning:</b></p> <ul style="list-style-type: none"> <li>• Work with school leadership to ensure a comprehensive long-term enrollment strategy, including clearly defined objectives for student enrollment and retention</li> <li>• Track and analyze data to measure the effectiveness of initiatives, and inform decision-making</li> <li>• Collaborate with Marketing &amp; Communications to leverage digital marketing, social media, and other platforms to promote enrollment and consistent messaging</li> <li>• Present regular reports to school leadership and the Board of Directors</li> <li>• Develop and foster cross-campus leadership and relationships</li> </ul> <p><b>Admissions Management:</b></p> <ul style="list-style-type: none"> <li>• Oversee all aspects of the admissions process, including application review, interviews, campus tours, and enrollment decision-making</li> <li>• Plan and lead recruitment events such as open houses, information sessions, and shadow days</li> <li>• Work with the business office to manage financial aid programs and scholarships, ensuring equitable distribution to qualifying families</li> </ul>

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## Key Tasks & Responsibilities (Continued)

## Qualifications

### Retention Efforts:

- Continuously evaluate retention data, identifying areas of challenge and improvement
- Serve as a point-of-contact and resource for current families, addressing questions and concerns related to admissions and enrollment
- Build and nurture relationships with families and school and community organizations

### Professionally:

- A bachelor's degree required; masters degree preferred
- Experience with Christian education
- Strong interpersonal skills to engage with various stakeholders
- Exceptional written and verbal communication skills, including public speaking
- Ability to create and implement strategic plans to meet long-term goals
- Ability to balance data-driven decision-making to effectively communicate the school's mission, values, and programs
- Proven experience leading and supervising a team/department
- A strong philosophical commitment to Christian education and the mission of the school

### Personally/Spiritually:

- Acceptance of ECSA's Statement of Faith
- Subscription to the Reformed doctrines as outlined and professed in the Heidelberg Catechism, Canons of Dordt and the Belgic Confession
- Flexibility to manage the time commitment and schedule of the admissions cycle

Interested parties should apply online at  
[www.easternchristian.org/careers](http://www.easternchristian.org/careers)



*Eastern Christian School is an equal opportunity employer and does not discriminate on the basis of gender, race, or national origin.*

[www.easternchristian.org](http://www.easternchristian.org)