



Our Lady of Mercy School, a premiere Rhode Island Catholic elementary school with a proud tradition of spiritual, academic, and extracurricular excellence since 1951, seeks a Director of Admissions & Marketing to begin at a mutually agreeable date no later than July 1, 2024.

The Director of Admissions and Marketing tells the story of Our Lady of Mercy School to the local community in a compelling fashion that promotes the retention of current families, attracts new families, and inspires enthusiasm for the mission of the school: that our students strive to be saints and scholars. The Director is responsible for overseeing the admissions process for each student from inquiry to integration into the school, and for working with school leadership to achieve enrollment and fundraising goals that ensure ongoing operational health. The position is hired by the pastor in conjunction with the principal and reports to the principal.

Responsibilities

- Supporting and upholding the mission and teachings of the Catholic Church in word and deed
- Working effectively with all members of our school community to create an environment where students, faculty, staff, and families pursue excellence in a spirit of Christian charity
- Enthusiastically and compellingly communicating the value of an OLM School education to current families, prospective families, donors, and the broader community
- Directing and managing admissions programs to achieve target enrollment
- Serving as the primary point of contact for prospective families
- Maintaining admissions files for all prospective students and communicating regularly with the principal regarding prospective students
- Overseeing all social media communications for the school
- Leading all marketing and advertising initiatives
- Preparing and distributing press releases related to school events and accomplishments
- Coordinating alumni outreach for the purpose of institutional advancement
- Communicating regularly with the principal regarding progress toward enrollment and fundraising goals
- Supporting and adhering to the Code of Conduct and policies and procedures of Our Lady of Mercy School and the Diocese of Providence
- Demonstrating professionalism in conduct, demeanor, and work habits
- Maintaining confidentiality regarding school matters
- Performing other necessary duties as assigned by the principal

Requirements

- Bachelor's degree required
- Citizenship, residency, or work visa required
- Strong written and oral communication skills
- Prior experience in Catholic school admissions or advancement preferred

To Apply

Please email the following to Mr. Patrick McNabb, Principal, at pmcnabb@olmschool.org:

- Current Resume
- Letter of Interest
- Copy of Degree(s) and Certification(s)
- Three Current Letters of Reference

Striving to be Saints and Scholars