

Position Summary – Director of Admissions

The job of the DMSF Director of Admissions is to work with the Chief Education Officer and the other members of the Education Department team to accomplish the educational directives of DMSF with a specific focus on the recruitment, interviewing, selection and orientation for each new DMSF class. The Education Department is responsible for:

- Recruiting, interviewing and selecting DMSF Scholars
- The relationship between DMSF and its partnership high schools
- Tracking the academic progress of Scholars and providing the Scholars with the support they need, such as tutoring, college counseling and other programming, to ensure their success

Specifics of the Job

1. Education Team Lead for Recruitment

The Education Department is responsible for the dissemination of information regarding DMSF to feeder schools and organizations. The Director of Admissions will be the main contact for recruitment, strategy, development and implementation.

- Lead recruitment strategy and execute recruitment plan for DMSF
- Develop relationships with DMSF feeder schools and community organizations
- Coordinate DMSF Partnership Breakfast for Elementary School and High School Partners
- Manage spring recruitment cycle of 7th graders and fall recruitment cycle of 8th graders
- Monitor DMSF applications, answer admissions-related inquiries from prospective families, and assist in troubleshooting technical errors
- Create and disseminate recruitment materials across various media outlets as well as to grade schools and organizations
- Execute DMSF's High School Fair

2. Manage DMSF's Interview Season

- Coordinate volunteer readers of applications, and coordinate and oversee Reading Week
- Assist the Chief Education Officer in selecting candidates from the applicant pool to be interviewed
- Oversee DMSF's Interview Schedule
- Act as direct liaison to DMSF volunteer interviewers in conjunction with Development Team
- Schedule all DMSF volunteer interviewers, hosts, and translators
- Coordinating the DMSF Interviewer Thank You Luncheon
- Provide advice to candidates who are interviewed on which high schools might be appropriate
- Assist with school placements for newly-awarded DMSF scholars

- Manage boarding school candidates and the boarding school interview process, including managing SSAT test prep and testing

3. New Scholar Onboarding

- Develop and execute programming to onboard new boarding and day school Scholars and families including:
 - Awards Ceremony
 - Orientation
 - Summer Bridge
 - Social events
- Ensure Scholars matriculate at DMSF partnership schools

4. Other Responsibilities

In addition to the description above, the Director of Admissions is responsible for:

- Representing the Education team in cross departmental and external meetings, where applicable
- Representing DMSF at school and organization events
- The Director of Admissions reports to the Chief Education Officer and indirectly to the Executive Director.

Ideal Candidate Qualifications

DMSF seeks candidates who bring strong leadership and passion, balanced by detail orientation and the willingness to work as part a team. Candidates must be self-motivated, innovative and flexible, and able to effortlessly switch from planning and execution efforts to face-to-face meetings with Scholars and parents. Candidates must possess a working knowledge of high school options in the Chicago area. Excellent writing, presentation, interpersonal and organizational skills are essential.

Professional experiences and the skill set of top candidates will include:

- Bachelor's degree required
- Work experience in the field of education and/or an advanced degree in education or a field which is relevant to DMSF's work (such as an MEd or MSW) is a plus.
- A passion for the mission of DMSF and for the population of students that DMSF serves
- A high degree of initiative, confidence and energy to achieve and exceed goals
- Excellent writing, organizational and communication skills, as well as strong technology skills
- Spanish proficiency is preferred

Salary: Commensurate with experience

Interested candidates should submit a cover letter and resume to
Cindy Hallums, Chief Education Officer at cindy@dmsf.org.