



Our School

Beacon Academy closes the opportunity gap for a cadre of Boston's bright and determined students. Striving for educational equity using a lens of social justice, we help our students create life-changing opportunities as they build lives of purpose, community, and impact. Our 10-Year Program begins with our Academy Year – a 14-month term filled with academic rigor, personal development, and exciting life experiences – followed by diverse support programs for our alumni throughout high school, college, and early careers. Not only do we prepare students for futures of curiosity and well-being, but we also stay connected with them, offering resources to promote success from their first day at Beacon Academy into their first careers. We value our community and strive for a sense of belonging at Beacon Academy. To achieve that, we honor each person's dignity and humanity, bring a learning mindset to our work, encourage honest and direct feedback, and look for joy even in challenging spaces. We invite you to contribute to these core values of Beacon Academy.

Commitment to Equity, Inclusion, Diversity, Belonging, Justice, and Joy!

At Beacon Academy, we center our work on the educational success and well-being of the students and alumni we serve and the adults who care about them. We acknowledge systemic oppression exists and negatively impacts young people and families. We, therefore, hold ourselves accountable to the following principles:

- Recognizing the humanity and dignity in each person no matter their role, title, or responsibilities
- Embracing equity as a common goal demonstrated by leveraging and sharing our power, influence, knowledge, and experience to level the playing field and dismantle barriers to educational success and well-being
- Co-creating a sense of belonging where our team, students, families, and volunteers feel welcomed, respected, supported, and valued to fully participate in the community
- Leading with curiosity by first seeking to understand the need
- Ensuring accountability to our students and our team
- Discovering joy by celebrating successes and lessons even if the outcome was not as expected



Director, Enrollment & Placement

Reports to: CEO & Head of School

FTE: 1.0

Schedule: Typically Monday through Friday, 9 a.m. to 5 p.m. with occasional nights or weekend work

Position Type: Full-time, exempt, year-round position (summers included)

Benefits Eligible: Yes

Salary Range (annual): \$90,000-\$110,000

Job Summary

The Director, Enrollment & Placement develops and implements an admissions program that effectively models Beacon Academy's mission, values, and culture for all prospective students and their families. Similarly, the Director creates and manages the resources and systems necessary to successfully place Beacon students into independent high schools. A member of the senior leadership team, the Director of Enrollment & Placement works closely with the CEO & Head of School and the rest of the senior team to create a culture of inclusion and belonging that centers the needs of Beacon students and empowers their families to be effective advocates for their children's educational needs.

Essential Duties & Responsibilities

- Represent the core values of the Academy in all work performed and in all activities related to the lives of students, graduates, and their families by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity, and thoughtful ambassadorship
- In concert with the Associate Director, leads all aspects of the admissions process, including recruitment and enrollment, financial aid processes, and information/database management
- Develop systems to chart the effectiveness of enrollment management and placement strategies
- Manages the Associate Director to develop and share reports that reflect an understanding of admissions, placement in high schools, and strategy
- Primary lead of all student high school placement activities, including mock interviews, creation of best-fit school lists, school interviews, student application completion, and school visits
- Promote positive relationships with outside institutions or groups to attract mission-appropriate students and help place them in high schools that fit their academic, social, and emotional needs
- In collaboration with the Associate Director, plans all admission and placement-related events and coordinates with all staff, administrators, trustees, and volunteers regarding their role (as needed) in the admissions and placement process



- Oversee financial aid review process and committee and serve as a resource for families regarding financial aid
- Evaluate trends regarding enrollment and placement
- Advise a small group of students and offer guidance for their academic, emotional, and personal growth
- SSAT site administrator and prep instructor, and primary contact for test prep organizations
- Develops and leads classes on secondary school
- Perform other duties, as assigned

Qualifications

- Demonstrated commitment to the principles of equity, inclusion, and belonging as evidenced by a practice guided by respect for one's dignity, self-determination, and advocacy for those with limited influence and opportunity
- Bachelor's degree in a related field or equivalent experience (minimum 5 years)
- At least three years of experience in recruitment and enrollment management
- At least two years of experience in high school placement, preferably with independent schools
- At least two years of supervisory experience
- Proven ability to communicate effectively, passionately, clearly, and concisely
- Superior writing and oral communication skills
- An approachable demeanor, a person who welcomes conversation and connection while respecting the views of others
- Strong computer skills including ability to use MS Office (PowerPoint, Excel, Word, Outlook), Google Workspace, and databases (experience with Blackbaud preferred)
- A positive outlook, an excellent work ethic, and a sense of humor
- Demonstrated ability to embrace and share the Academy's mission
- Ability to travel and work evenings and weekends, as necessary
- Sound judgment, insight, and intuition

Physical Demands

This position works in our school office environment and requires:

- The ability to travel occasionally through the greater Boston area and Northeast, up to 10% of the time
- Evening and weekend work, as needed
- A valid driver's license
- The ability to work using a computer for long periods of time
- The ability to lift 3-5 lbs. of materials



Employee Benefits

- Generous paid time off
- Professional Development
- Insurance coverage - Health, Vision, and Dental
- Life, short-term, and long-term disability insurance
- Retirement plan with matching employer contribution after the first year
- Flexible Spending Accounts - Health and Dependent Care
- Convenient location with parking and access to public transportation

To Apply

Please send a cover letter and resume to jobs@Beaconacademy.org with the Subject Line "Director, Enrollment & Placement."

Beacon Academy welcomes a diverse candidate pool, including candidates who are bilingual, because we believe a diversity of voices leads to better outcomes for everyone.

Beacon Academy is an Equal Opportunity Employer.



The Beacon Academy Community

A key priority for Beacon Academy this year is maintaining and strengthening a sense of community. Our community consists of students, alumni, parents, caregivers, faculty, staff, board members, volunteers, corporate and community partners, and donors who bring our mission to life and sustain our robust 10-Year journey from Academy year to career for over 380 students and alumni. We are committed to embracing educational equity as a common goal and are grateful to our community for helping us work to achieve it. When we come together as a community, there is no limit to the number of life-changing opportunities we can create for these students and many more.



Beacon Academy's CEO & Head of School's Vision



Charles E. Carter, Jr., Ph.D., LICSW brings more than 25 years of experience working with and leading nonprofit organizations that focus on youth development and education, and he has committed his career to improving social and economic justice for Black and Brown communities. As Beacon Academy's leader, Dr. Carter envisions Beacon Academy as a place where students expand their brilliance and discover their power to achieve their dreams.

Location

In 2021, Beacon Academy moved to its own building at 814 South Street, in the heart of Roslindale Village. This impressive 17,000 square foot granite church was most recently the base for the Boston School of Modern Languages. The spacious meeting areas, classrooms, and offices have facilitated efficient communication and



collaboration among faculty, staff, students, alumni, and volunteers. Beacon Academy values the in-person connections that are fostered in this new location and looks forward to the new memories that will be made in this space.