



PRIZMAH

Center for Jewish Day Schools

Position: **Director of Enrollment Growth, Catalyzing Resources, Full-time, Exempt**

Reports to: **Amy Adler, Senior Director, Catalyzing Resources**

Department: **Catalyzing Resources**

Location: **New York Metropolitan Area or Remote**

Date: **March 2022**

ABOUT PRIZMAH

Prizmah is the network for Jewish day schools across North America. We partner with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their path to success.

Educating our children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel and thrive. Prizmah is building networks for schools and their supporters to connect, learn and drive impact – deepening talent by investing in professional and lay leaders; catalyzing resources to generate funding for schools to flourish; and accelerating educational innovation, to foster teaching and learning opportunities that empower students to thrive.

At Prizmah, we see what is possible for Jewish day schools, and we're passionate about making that vision a reality.

POSITION SUMMARY

Schools are looking for support and professional development to strengthen their practices in the areas of with goals towards increasing their school enrollment and fundraising. Prizmah is committed to working with schools to strengthen their skills in these areas to support them in reaching their goals.

As the Director of Enrollment Growth, you will be responsible for working directly with school admission professionals to support their work and practice in community wide engagement. You will provide direct consultation to, and partnership with, Jewish day school professionals and lay leaders. In this capacity, you will also contribute meaningfully to the Catalyzing Resources team with our work field-wide and within Prizmah.

CORE RESPONSIBILITIES

- Develop new and creative initiatives, programs and resources to support enrollment growth for the day school field.
- Create programs to support the day school field in recruitment and retention efforts.
- Consult and coach school professionals in areas of enrollment and community engagement.
- Work cross-organizationally to support other Prizmah initiatives and incorporate enrollment content into organizational work.
- Develop partnerships with other organizations to advance work in building enrollment.
- Collaborate with the catalyzing resources team with design and implementation of field-wide engagements.
- Support research projects and share information and thought leadership.
- Facilitate peer cohort support and learning through the Prizmah online platform (Reshet).
- Coordinate and support field-wide discussions for admissions professionals.
- With a commitment to learning and growing, opportunities and responsibilities will evolve.

EXPERIENCE AND QUALIFICATIONS

The ideal candidate demands excellence of themselves, appreciates well-organized and smoothly functioning systems, and is excited to join a dynamic and nimble team.

We are looking for someone who:

- has 5+ years of relevant school admission or institutional advancement experience
- has a bachelor's degree and / or comparable experience
- manages and prioritize multiple projects simultaneously
- has a knowledge of the Jewish community and the Jewish day school landscape
- communicates clearly, effectively, and respectfully in writing and verbally
- experience working both independently and in a team-oriented, collaborative environment
- is technologically fluent and able to learn new systems quickly

WHAT WE OFFER

The ideal candidate demands excellence of themselves, appreciates well-organized and smoothly functioning systems, and is excited to join a dynamic and nimble team.

- Prizmah offers an excellent benefits package that includes comprehensive health insurance with a range of plans to select from, matching contributions to 401k, flexible spending accounts, vacation and sick time, and parental leave.
- Prizmah is committed to and support individual support and professional development
- Early close on Fridays for Shabbat and on the Erev (eve) of other Jewish holidays. Closed for Jewish Holidays.



- Flexible hours.
- A work environment that prioritizes building a strong work-place culture. We value learning and professional development. You will be a part of a great team that cares deeply about the work we do and each other.
- Competitive salary in the non-profit field in the range of \$85,000-\$100,000. Prizmah's salary ranges are based on education, experience and skill set required for each role. If your salary expectations are different and/or you have more experience than required, let's talk.
- Prizmah values the health and safety of our community. We also prioritize the need for opportunities for our team to meet and work in-person. Prizmah staff are required to show proof of full vaccination (including a booster shot) for Covid-19.

To apply, please send a cover letter and resume to employment@prizmah.org. Please include the job title, Director of Enrollment Growth, Catalyzing Resources in the subject line.

