



**Admissions and Advancement Associate - Full Time  
Beginning July 25, 2022**

**Description**

Baker Demonstration School, an independent progressive PK-8 school on Chicago's North Shore, is seeking a dynamic Admissions and Advancement Associate to be part of an exciting team. We deeply value community and seek candidates with excellent interpersonal skills who work well with children, colleagues, and prospective families. The Admission and Advancement Associate works closely with the Enrollment Management Team and Advancement Committee. This is a full-time position with occasional evening and weekend hours during peak admission season.

**Responsibilities**

- Support admission events on-site and off-site, including material gathering and key logistics for setting up and closing down events
- Assist with generating inquiries, recruiting and leading tours with prospective families
- Assist with initiatives including preparing materials for parent ambassadors, marketing campaigns and activities that position Baker strongly in the local communities
- Work closely with the Head of School and Assistant Head of School to maintain and enhance advancement and CRM admissions databases
- Represent Baker Demonstration School positively and enthusiastically at admission and recruitment events, on-site and off-site
- Promote programs on social media, Zoom and other digital platforms
- Support structured calendar and project details for admissions and advancement events/activities
- Handles confidential information, utilizes data to help inform decisions, and leads special projects for advancement and admissions
- Support the admissions and advancement teams with all aspects of the admissions process inquiries, tours, events and communication to prospective families
- Collaborate with the enrollment management team to support implementation of the procedures that move families from inquiry/prospect to enrolled
- Other general administrative responsibilities in support of admissions and advancement
- Manage receipt of and documentation for all in-kind gifts (event-related and capital/non-capital assets) received on behalf of Baker Demonstration School
- Oversee the regular production of fundraising and recruitment reports to ensure accuracy weekly, monthly, event-driven and others as directed

- Responsible for the administration, moves management, and maintenance of donor and donation data
- Create and generate daily gift acknowledgement letters and emails, and pledge reminders

## **Requirements**

- Bachelor's degree is preferred
- 2-3 years previous experience working in admission, sales and/or communication is required
- Strong interpersonal skills with the ability to develop and maintain professional relationships
- Dependable and highly organized with attention to detail
- Excellent communication skills (verbal and written); Writing sample required
- Demonstrated commitment to equity and inclusivity engagement
- Availability to work scheduled hours including some evening and weekend events
- Flexible and collaborative in a variety of circumstances

## **School Information**

Founded in 1918, Baker Demonstration School is an independent day school committed to providing an exemplary Preschool, Elementary and Middle School progressive education to our 200 students. Our students come from Chicago, Evanston, Wilmette and other North Shore communities. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values learning by doing. Baker's experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker.

At Baker:

- We cultivate our students' intrinsic motivation to learn and their active participation in the learning process.
- We foster excellence through critical thinking and integrated connections across academic and artistic endeavors.
- We promote collaboration while developing leadership capacity.
- We foster citizenship by encouraging students to develop self-awareness and compassion for others.
- We celebrate individual, familial and cultural identities and graduate students with an understanding and respect for diversity, equity and inclusivity.

## **Application Materials**

Candidates should submit a letter of interest and resume with 3-4 professional references to [employment@bakerdemschool.org](mailto:employment@bakerdemschool.org).

This is a 12-month, year-round position. Salary is commensurate with experience, and this position is benefits eligible. Candidates must successfully complete a background check. In order to promote health in our school community, employees are required to be fully immunized against COVID-19 upon employment, unless a medical or religious exemption applies.

**Non-Discrimination and Disability Policy**

Baker Demonstration School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification prescribed under applicable federal, state, or local law. We actively seek diversity among faculty and administration as well as among students. The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.