



Green Ivy Schools
Director of Admission
New York, NY

Green Ivy Schools is an innovative, community-based venture founded by school development expert and Lower Manhattan parent, Dr. Jennifer Jones. Green Ivy offers modern, community-inspired private schools that address the Lower Manhattan school shortage while providing a rich, engaging alternative to traditional private education. Green Ivy Schools aspire to provide engaged, experiential learning with a global perspective; their purpose is to improve families, communities, and the world...one child at a time.



The schools are currently located on two campuses (Battery Park Montessori) and Pine Street School) about a 15-minute walk from each other on the lower side of Manhattan. Battery Park Montessori, New York City's only trilingual language immersion Montessori preschool offering English, Spanish & Mandarin, enrolls children 2 through 6 years, with half-day sessions for 2-3 year olds and full-day sessions for ages 3-6. As New York City's only Spanish and Mandarin immersion

Preschool-5th grade IB World School, Pine Street Schools students get to capitalize on the resources within the international 5,000-school strong world class IB network. The inherently STEAM-based dual language curriculum inspires critical thinking and creative discovery as students grow into passionate learners and resilient self-starters with a passion for doing big things. Currently enrolling 2 years through 4th grade.

The schools approach subject matter content, instructional technology, and pace of learning are all tailored to the abilities and interests of each learner. Goals based on curriculum design and national standards are the same for all students, but the plan for each student varies according to an individual child's talents, interests and needs. Learning is viewed as a continuous journey in which teachers identify students' needs and use a variety of assessment data to inform their teaching.

The leadership of the schools believe that engaged, hands-on experiences are the most effective encouragement students can be given to get the maximum value out of learning. To that end faculty and administrators try to ensure that all students, from Kindergarten on, make weekly field trips to places of historic and academic value that add context and content to their units of study, while bringing theory to life. Pine Street School facilities feature a state-of-



Carney, Sandoe & Associates

44 Bromfield Street, Boston, Massachusetts 02108

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the-art Maker Space housing 3D printers, Little Bits circuitry, Arduino coding kits, Raspberry Pi computer boards, a green screen and animation station, and more. The program's focus is to teach creative investigation through math, science and engineering.

Director of Admission

The Admissions Director will lead and evolve Green Ivy's process for attracting, enrolling, and retaining families well- suited to its programs. Partnering with the CMO, Marketing Department and Head of School, the Admissions Director will work to successfully convey Green Ivy's unique programs to the public with the goal of maintaining full enrollment of qualified students, and attracting prospective students. This is a new position, created as part of the growth of the schools and the desire to have someone structure the department, generate more flow, develop policy, and develop strategies for enrollment and retention. The ideal candidate is a skilled public speaker, polished, charismatic, and passionate about the Green Ivy's philosophies of education. S/he will also have experience doing admissions in New York City independent schools, and strong relationships within that network, as well as with other community leaders and within related professional associations.

Main Responsibilities:

- Lead and evolve every element of our admissions process.
 - Evaluate and redefine (as needed) our admissions process for both schools.
 - Create a strategic plan to grow enrollment at both schools.
 - Attract, recruit and retain students and families who are well-matched to our schools' philosophies and approaches.
 - Conceive, develop, schedule and run internal and external events related to Admissions, including but not limited to tours and open houses.
- Partner with the curriculum coordinator and teachers to learn about and keep up to date with our programs.
- Partner with our schools' leaders to learn about our programs, as well as collaborate and align around activities related to enrollment goals.
- Build and nurture positive relationships with prospective students' families to encourage enrollment for those who are a good fit.
- Build and nurture positive relationships with existing students' families to encourage word of mouth referrals
- Continue building and nurturing positive relationships with NYC independent school leaders and admissions directors, educational consultants, relocation agents, school services, professional organizations (AMS, etc.) and other referral sources in local and international target markets.
- Build on existing relationships with current feeder schools and establish new feeder school relationships.
- Report directly to the CEO and serve as a liaison to the Executive Team regarding admissions and enrollment.
- Coordinate daily with the Head of School/Director to ensure coherence and to nurture and maintain an impeccable and transparent relationship.



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- Develop and report on key admissions related metrics.
- Work closely with the CFO to create admissions-related budgets.
- Supervise and mentor admissions staff (currently 2).

Skills and Qualifications

- 5+ years of experience as an Admissions Director in a NYC independent school environment.
- Skill in public relations, communications, strategic marketing, board relations, and/or school management.
- Bachelor’s Degree; Master’s Degree in related field highly desired
- Knowledge of 21st century NYC-specific educational trends
- Fluency in the use of Apple products and MS Office applications (Word, Excel, PowerPoint)
- Extremely well-organized
- Positive, resourceful and confident
- Diplomatic, collaborative and proactive
- Flexible and eager to work with others
- Creative problem poser and solver
- Very strong interpersonal skills, extroverted personality

This professional opportunity oversees admissions for both campuses and any other schools that green Ivy opens in the future. It is an ideal opportunity for someone who knows the New York market, embraces a startup mentality with a spirit of entrepreneurship and a love of developing great programs for kids and close relationships with families. Green Ivy is an organizational culture where ideas are welcome, activity is fast-paced, and creativity is prized.

Compensation for this position will be competitive with the New York City market. Start date is flexible.

To Apply

Green Ivy has engaged the services of Carney, Sandoe, & Associates to assist in its search for this position. To inquire about the position or to recommend someone, contact Senior Search Consultant, Ben Bolte bbolte@carneysandoe.com/617-933-3430 (direct) or email a cover letter and resume. All inquiries are confidential. Please do not send your information to Green Ivy Schools.

Green Ivy’s Core Beliefs

Experiential Learning

Community

Collaboration

Global Stewardship

Exploration

Proven Models

Human Connection and Inspired Educators



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