



Overview

Launched in 2005, Beacon Academy remains steadfastly committed to promoting educational equity. We strive to prepare determined and inquisitive students from historically under-resourced and/or underrepresented communities to succeed academically, personally, and professionally. Our 10-Year Program is designed to guide students from their first day at Beacon Academy through high school, college, career, and beyond. During the Academy Year, with academic resources and support from the Beacon Academy community, our students explore their intellectual curiosity, affirm their racial and cultural identity, build their confidence, and discover the power of their voice. Beacon Academy continues its long-term commitment to its students by partnering with high schools, families, and caregivers as students progress. Whether students need guidance in navigating high school coursework and applying to college, help securing meaningful jobs and internships, assistance with analyzing financial aid packages, or more, Beacon Academy creates life-changing opportunities for all our students. You can find more information about Beacon Academy [here](#).

Commitment to Equity, Inclusion, Diversity, Belonging, 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



Enrollment & Placement Manager

Reports to: Director of Enrollment & Placement

FTE: 1.0

Schedule: Typically Monday through Friday, 9 am to 5 pm (will shift earlier some days as needed to participate in essential school events), evening and/or weekend work including attending student recruitment events

Position Type: Temporary (one year with the opportunity to renew) Full-time, exempt, year-round position (summers included)

Benefits Eligible: Yes

Salary Range: \$70,000-\$75,000

Preferred Start Date: September 1, 2026

Job Summary

The Enrollment and Placement Manager oversees the recruitment, admissions, and enrollment process for each incoming Beacon Academy class and the Beacon Prep Summer Program. The Manager also supports designated operational aspects of the high school placement process for current students as they apply to and enroll in independent high schools.

The Enrollment and Placement Manager (EPM) implements and continuously improves the admissions process for prospective students and their families/caregivers at Beacon Academy to recruit and enroll a full class of students each year. This position manages the day-to-day operations of the recruitment, admissions, and enrollment processes, including communicating with applicants, their families, and nominating organizations. The EPM plans, organizes, and leads on-campus and virtual events such as Open Houses and Interview Days, maintains application platforms, facilitates Admission Committee meetings, and coordinates and communicates admission decisions. The EPM collaborates with the Director of Enrollment and Placement to develop recruitment and enrollment goals, implement strategies to achieve them, monitor enrollment pipeline metrics, and report on progress toward enrollment goals. The EPM communicates relevant information about the incoming class with faculty and staff. The EPM will serve as the primary Blackbaud Enrollment Management Super User, maintaining accurate and up-to-date data, managing and optimizing enrollment workflows, and ensuring the effective use of the system to support admissions and enrollment operations.

Key Responsibilities

Admissions, Enrollment and Recruitment

- Manage the day-to-day implementation of Beacon Academy's annual recruitment, admissions, and enrollment cycles for both the Academy Year and Beacon Prep programs, from initial inquiry through matriculation



- Cultivate and maintain relationships with prospective students, families, partner schools, and community organizations to support enrollment goals
- Represent Beacon Academy at recruitment events, school visits, and community presentations
- Monitor applicant progress, ensuring all applications, supporting documents, assessments, interviews, and enrollment requirements are completed accurately and on time
- Coordinate Admissions Committee logistics, prepare candidate materials, and support the communication of admissions decisions
- Serve as the primary point of contact for prospective students and families, providing guidance and support on admissions requirements, enrollment deadlines, and next steps
- Plan and facilitate admissions information sessions, Open Houses, Candidate Interviews, Accepted Student events, and other recruitment and enrollment activities
- Coordinate onboarding activities and ensure enrollment information is accurately transferred to Academy Year staff

Operations, Data Management & Systems

- Serve as the primary Blackbaud Enrollment Management super user, maintaining accurate applicant and enrollment data, setting up and managing workflows, and ensuring data accuracy
- Share routine admissions, enrollment, and recruitment data to monitor and support progress to enrollment goals
- Ensure compliance with organizational policies and student record confidentiality requirements

Additional Responsibilities:

- Advise a small group of students, if assigned
- Perform other duties as assigned

Qualifications

- Bachelor's degree or equivalent professional experience
- Minimum of 3 years of experience in student recruitment, admissions, and enrollment
- Excellent organizational, project management, and event planning skills
- Strong written and verbal communication skills
- The ability to effectively communicate and collaborate with diverse students and families.
- Experience working with diverse students and families
- Experience managing admissions databases or CRM systems; Blackbaud Enrollment Management experience strongly preferred
- Ability to analyze data, prepare reports, and use data to inform operational improvements
- Demonstrated ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Proficiency with Google Workspace
- Commitment to educational equity and student success
- The ability to travel frequently through the greater Boston area and Northeast, up to 25% of the time
- Evening and weekend work required, as needed
- A valid driver's license



Employee Benefits

- Generous paid time off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Commuter Reimbursement Account
- 401(k) with employer match after the first year
- Health Savings Account or Health Reimbursement
- Flexible Spending Account (Health and Dependent Care)
- Supplemental Medical Insurance (Accident and Hospital Confinement)
- Legal Plan
- Convenient location with parking and access to public transportation

Physical Demands

This position is based on-site, in our school office environment, and requires:

- The ability to travel frequently through the greater Boston area and New England, up to 25% of the time
- Evening and weekend work, as needed
- The ability to work using a computer for long periods of time
- Ability to lift 5-10 lbs. of materials

To Apply

Please send a cover letter and resume to jobs@beaconacademy.org with the subject line "Enrollment & Placement Manager." Only candidates who submit all requested materials will be considered. No phone calls, please.

Beacon Academy is an Equal Opportunity Employer.



The Beacon Community

A key priority for Beacon 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 400 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. He has committed his career to improving social and economic justice for Black and Brown communities. As Beacon's leader, Dr. Carter envisions Beacon 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 values the in-person connections fostered in this new location and looks forward to the new memories that will be made there.

