Position Statement

Director of School Relations

ASSIST

Start Date: July 1, 2024
**Opportunity**

**ASSIST**, a U.S.-based nonprofit that matches academically talented, multi-lingual international students, all on scholarship, with American independent secondary schools, is looking to hire the team’s next Director of School Relations.

Reporting to the President, who has been serving and leading at ASSIST for fifteen years, the Director of School Relations is a member of the senior administrative team who plays a crucial role in driving the growth and success of our organization by overseeing all aspects of school membership recruitment, engagement, and retention.

The Director is a full-time, twelve-month salaried employee who will work in the Suffield, Connecticut office three days a week and then be remote the other two days. Additionally, domestic travel is a required aspect of the job with some occasional international travel included, too.

**Overview**

Since 1969, 5,992 student scholar-leaders from 52 countries, many underrepresented in independent school populations, have been matched with ASSIST member schools. During a one-year school stay, an ASSIST scholar-leader serves as a cultural ambassador actively participating in classes and extracurricular activities at an independent boarding or day school in the United States. This growing, global network connects top scholars with private American high schools and with one another.

Learn more about how ASSIST is opening doors to the world here: [https://vimeo.com/337396374](https://vimeo.com/337396374)

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Mission

ASSIST creates life-changing opportunities for outstanding international scholars to learn from and contribute to the finest American independent secondary schools.

At the core, ASSIST is a student exchange organization unlike any other. The heart of the work at ASSIST is to identify, place, and support world-class students from around the globe at leading American independent secondary high schools – all on scholarships. In doing so, ASSIST is creating a worldwide circle of future leaders—leaders with passion, vision, and deep cross-cultural connections.

Scholars excel during their exchange year almost without exception. Ninety percent or more earn honors or high honors academic standing during their year abroad. Every Scholar contributes to their school’s extracurricular programs, and every student proudly serves as an effective cultural ambassador.

ASSIST’s mission is based on the conviction that bringing together future international world leaders is a crucial step toward promoting understanding and tolerance spanning a world of cultures, racial designations, and religious beliefs.

ASSIST Core Values

- Demonstrate Ethical Leadership
- Consider Diverse Perspectives
- Foster Collaboration
- Practice Compassion
- Show Engagement
- Encourage Global Understanding

Responsibilities

The Director of School Relations plays a pivotal role in driving growth and fostering strong relationships within our network of member schools. Responsibilities include identifying and pursuing new member schools, developing recruitment and retention plans, and providing personalized support to meet the specific needs of each institution. This role involves visiting member schools, engaging with potential candidates, and representing ASSIST at events and conferences.

Additionally, the Director organizes meetings with school colleagues, and collaborates with Board committees to enhance engagement and relations with member schools and students.

Another key responsibility is leading the scholar/school placement process to ensure a strong match between our Scholars and our member schools.

Additional responsibilities include supervising the Assistant Director of School Relations as a liaison with the current class of ASSIST Scholars, their families, and member schools and coordinating with them to manage student and host family cases.

The Director of School Relations will also participate in student interviews as assigned by the President, and contribute to the selection of new Scholars as a member of the Admissions Committee.
Qualities and Qualifications

A bachelor’s degree is required.

The ideal candidate for this position should have prior experience in independent schools, preferably in roles related to admissions, development, counseling, or student life. Experience living or working abroad and/or working with international students is highly desirable.

Strong interpersonal and communication skills are essential for engaging effectively with a wide range of stakeholders, including schools, scholars, international families, board members, and country coordinators. The candidate should be a values-driven leader, demonstrating attributes such as collaboration, teamwork, strong leadership, and strategic planning skills. Key to the successful candidate’s performance will be their ability to mesh seamlessly with a small staff of 10 whose collective belief in the mission and reliance on teamwork drive the enterprise.

Effective time management and organizational abilities, data-driven, adept problem-solving skills, and adaptability to the dynamic independent school market and global contexts are also crucial. Proficiency in computer skills is required. Experience with Finalsite and Raisers Edge software is a plus.
Application Process

Candidates interested in applying to be the Director of School Relations at ASSIST may apply online at: https://rg175.com/candidate/signup

The application includes:
- Letter of Interest
- Resume
- Personal Statement/Education Philosophy (or school-related writing sample)
- List of Three References with contact information (References will not be contacted without prior notice)

While the application deadline for this search is ongoing, we anticipate that the search will move quickly. ASSIST plans to make an appointment in the months ahead with the next Director beginning this summer. You are encouraged to submit materials promptly, if interested.

If you have any questions about the search, please contact the consultants from Resource Group 175 who is supporting the search:

Adam Peichert: adam.peichert@rg175.com
Joe Coleman: joe.coleman@rg175.com

Thank you for your interest in ASSIST. We look forward to hearing more about your interest in this unique opportunity for an outstanding professional.