



Job Title: Dean of Business Administration

Pay Rate: Commensurate with experience

Reports to: Headmaster of Beachcities Classical

Job Overview: The Dean of Business Administration plays a critical role in ensuring the efficient operation and financial sustainability of our Classical Christian Homeschool Ministry. This position is responsible for overseeing various administrative functions, including enrollment management, tuition collection, budget management, parent communications, website updates, marketing oversight, and other administrative duties as needed.

Responsibilities and Duties:

- **Enrollment Management:**
 - Develop and implement strategies to attract and retain learners, including marketing campaigns, tours, and informational sessions.
 - Manage the enrollment process from application to first day in program, ensuring all paperwork is complete, tuition collected, materials ordered, and staff informed.
 - Facilitate communication with prospective families.
- **Tuition Collection and Financial Management:**
 - Oversee the tuition collection process, including invoicing, payment processing, and financial aid administration.
 - Monitor and manage the ministry's budget, including revenue projections, expense tracking, and financial reporting.
 - Collaborate with the Headmaster and Board of Directors to develop annual budgets and financial plans.
- **Parent Communications and Community Engagement:**
 - Create and disseminate regular communications to parents regarding ministry updates, events, and important deadlines.
 - Serve as a point of contact for parent inquiries, concerns, and feedback, ensuring prompt and professional responses.
 - Foster positive and proactively responsive relationships with parents.

- **Website Updates and Marketing Oversight:**
 - Maintain and update the ministry's website with current information, including community events, faculty profiles, and program offerings.
 - Collaborate with marketing staff to develop marketing materials, advertisements, and promotional campaigns.
 - Monitor the effectiveness of marketing initiatives and adjust strategies as needed to achieve enrollment goals.
- **Administrative Duties:**
 - Oversee administrative tasks such as record-keeping, data management, and office organization.
 - Coordinate facility scheduling with the church staff, curriculum and materials purchases, and other logistical arrangements as needed.
 - Assist the Headmaster and Board of Directors with special projects, reports, and presentations.

Qualifications:

- Bachelor's degree in Business Administration, Marketing, or related field (preferred).
- Experience in business administration, enrollment management, or related field, preferably in an educational or nonprofit setting.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent communication skills, both verbal and written, with a customer service-oriented approach.
- Proficiency or ability to master the effective use of Google Workspace, Squarespace(entry level understanding acceptable) and Planning Center.
- Ability to work independently as well as collaboratively in a team environment.
- Commitment to upholding the mission, values, and ethos of the Classical Christian Homeschool Ministry.

Hours: Full-time, with standard business hours and occasional evening or weekend events as needed. Location flexible, can be partially remote.

This job description outlines the key responsibilities and qualifications for the position of Dean of Business Administration within our Classical Christian Homeschool Ministry. We are seeking a dynamic and organized professional who is dedicated to supporting the ministry's mission through effective enrollment management, financial stewardship, and administrative leadership. If you meet these qualifications and are passionate about serving the homeschooling community, we encourage you to apply.