



SBCA Director of Communications & Operations

Start Date TBD, no later than January 2022

St. Benedict Classical Academy

South Natick, MA

St. Benedict Classical Academy (SBCA), an independent, Catholic, classical elementary school serving children from age 3 through Grade 6, seeks a dynamic, mission-driven Director of Communications & Operations.

SBCA's Mission:

St. Benedict Classical Academy strives to cultivate intellectual and moral virtue in pursuit of academic excellence. We seek to provide each student with a foundation for life, rooted in strong intellect, heart and character, formed in a joyful and faithful Catholic environment.

The Director of Communications & Operations will be a key member of SBCA's Administrative Leadership Team and will author and execute upon a vision for strengthening all communications and logistical aspects of our school, including but not limited to the following duties:

Internal/External Communications Duties

- In cooperation with the Head of School (HOS,) plan and implement a comprehensive, long-range communications plan with the goal of strengthening student recruitment, retention, parent satisfaction and fundraising outcomes. Review, evaluate and update the plan as needed
- Develop and manage an integrated online presence, including social media and management of school website content and design
- Oversee and manage photography and multimedia libraries and processes for creating and generating media content
- Review the production of all school publications, Annual Report, event invitations and programs, Parent Guild materials, etc.
- Assist in developing and implementing strategic communications, branding, and public relations plans and programs for the school
- Support admissions, development, community outreach, publications, advertising, media relations and capital campaign needs
- Manage the marketing and communications budget
- Maintain relationships with website vendors, photographers, graphic designers, and printing firms
- Maintain common editorial and graphic standards across school publications for branding reputation and integrity



Operations Duties

- Assist the HOS with day-to-day operations of the school across our four site physical plant
- Sub in for team members on as-needed basis, support the HOS in refining and improving all systems for scheduling, managing and maintaining adequate supervision and coverage in all school spaces
- Assist HOS in identifying and implementing improvements to our operational infrastructure that improve student experience, faculty experience and/or parent satisfaction
- Support the work of our key leadership team members as needed

Skills & Qualifications

- A strong commitment to our school's mission and the Catholic faith
- A desire to work with and serve young children and their families
- Flexibility, patience and a positive attitude
- Effective leadership and organizational skills
- Strong problem-solving skills
- Excellent communication skills and ability to build trust and maintain a positive, patient report with parents
- Bachelor's degree. Experience in marketing and/or communications, preferably in a school or non-profit environment, is preferred but not required

This is a 12 month, full time role. Competitive salary and benefits commensurate with experience.