

# *The Roman Catholic Diocese of Nashville*

## Director of Marketing and Enrollment Management

The Catholic Schools Office of the Diocese of Nashville seeks qualified candidates for the position of Director of Marketing and Enrollment Management. This is a regular full-time position reporting to the Superintendent of Schools. This individual supports the Superintendent in optimizing operational vitality of the diocesan Catholic schools through effective marketing, communications, and public relations strategies, and by advancing development protocols. The Catholic Schools Office is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville.

### **Qualifications**

- Bachelor of Science degree in Marketing and Communications or related field
- Successful experience in Marketing/Communications, Sales, Catholic education, or Advancement/Development and Admissions.
- High level of accuracy and attention to detail.
- Excellent verbal, written, and interpersonal communication skills.
- Computer proficiency, able to navigate Microsoft Office suite, experienced with social media.
- Ability to drive to schools and parishes.

**For consideration, please email cover letter and resume to Rebecca Hammel, Superintendent of Schools:**

Rebecca.Hammel@DioceseOfNashville.com