

NOW HIRING · AN INAUGURAL ROLE

Director of Admissions & Advancement

Be the first. Build what lasts.

More than a decade ago, Many Rivers Montessori began with a simple, stubborn conviction: the children of Duluth deserved an authentic Montessori education. Today that conviction is a school of about 200 students, from toddlers learning to pour their own water to eighth graders preparing to step out into the world.

Many Rivers is a gem of a school, the house that Montessori values and a dedicated parent community built. Every day, several things happen here that the world should get to see. Now we are creating a role to make sure it does.

Our first Director of Admissions & Advancement will welcome the families who come next, gather the people who will carry this school forward, and tell our story well and widely. There is no predecessor to follow and no playbook to inherit. What you build will become how it's done.

Whether you're at the start of your career and ready to build something, midway through and wanting to make a difference, or nearing the end and ready to leave on a high, meaningful note, we hope you'll keep reading.

About Many Rivers Montessori

Many Rivers Montessori empowers our students to transform the world. We are an independent, non-profit school near the shores of Lake Superior in Duluth, Minnesota, serving children from 16-months through eighth grade. Our Toddler and Children's House classrooms are recognized

by the Association Montessori Internationale (AMI), and we are committed to Montessori practiced with fidelity at every level.

Walk into any of our classrooms and you'll see what that means. Children choosing their work, concentrating deeply, tending their environment and one another – all of them seen, challenged, and supported by skilled adults who care. Everything we do, from how we schedule the day to how we spend a dollar, begins with one question, What is best for the kids?

We are a community of children, educators, and families who value healthy community, authenticity, justice, fun, and dreaming big. You'll work alongside colleagues with integrity, humor, and care, including a strong administrative team and a talented, devoted faculty you'll get to support. Parent volunteers are at the ready to support outreach efforts. You won't be building alone!

Why this role, and why now



Because it's time. In our early years, Many Rivers did what small schools do...everyone wore a dozen different operational hats, and our story got told in the margins. That season is behind us. Today we have a committed board, a steady Head of School, sound finances, healthy enrollment, and a family community that is strong and ready for more. What we need now is a thoughtful person to do the work of admissions and advancement with purpose, skill, creativity, and their full attention.

Admissions is about the families arriving at our door. It's helping a curious parent understand why a three-year-old might spend twenty minutes cutting bananas, and why that matters. It's patiently walking all types of prospective parents through a tour, an application process, or a big decision.

Advancement is about the people who stand behind the school. It's the parents, grandparents, alumni, neighbors, foundations, and friends whose generosity keeps Montessori within reach for more Duluth children. Your job is to listen closely to them and speak meaningfully to them, in any number of ways.

Both come down to the same calling: telling our story truthfully and purposefully. Many people have heard the word "Montessori" without knowing what it really is, or the difference it makes in the lives of children and communities. You will help them see that it goes way past cute furniture and soft voices. In fact, it's a radically transformative way to learn that cultivates concentration, self-regulation, and creative problem solving, with a goal of lasting peace for all.

What you'll do



You'll bring your expertise, energy, ideas, and values, and put them to work designing three things. An admissions program built on fit, hospitality, and sincerity. An advancement program

built on relationships, strategic impact, and sustainably funding the world's leading alternative to traditional education. And a voice that tells the story of this community powerfully.

Because this role is new, you'll help shape it. In broad strokes, you will:

- **Welcome new families.** Lead the admissions journey from first inquiry to first day: phone chats, tours, classroom observations, open houses, and the sustained conversation that help families decide if Many Rivers is right for them.
- **Help families stay and grow.** Partner with MRM staff and parent volunteers to support families as their children move from Toddler to Children's House to Elementary and beyond.
- **Build a culture of giving.** Grow annual giving, host events that bring our community together, and nurture lasting relationships with donors, alumni families, and community partners.
- **Tell our story.** Shape how Many Rivers shows up in the world - through our website, outreach, and printed and digital materials, always staying true to what actually happens in our school. Help the wider Duluth community understand what Montessori is and why it matters.
- **Widen the door.** Work toward our commitment to justice by reaching families who may not yet know Montessori, and by strengthening support that makes our school accessible.
- **Build the systems that last.** Set up the inquiry and application systems, donor records, alumni program, and yearly rhythms your successors will rely on, working closely with the Head of School and administrative team.

Built to fit us



We don't need you to build what every other independent school has. We need you to build what fits us, and you can do it incrementally. Our program will be:

- **Human-centered**, not cookie-cutter and not overcomplicated
- **Rooted in relationships**, because that's where trust and generosity begin
- **Resourceful**, using what we have with creativity
- **Honoring of every family who applies**, because choosing a school for a child can be a profound, sensitive experience
- **Globally minded**, part of a worldwide movement and a wider view of what education can be.
- **Generous with the Montessori message**, because Montessori isn't a private good, and this isn't a competition. We want more people to hear about what we do here, and be able to benefit from it broadly.

Who you might be



We're flexible about the path that brings you here. We are not flexible about the heart that you bring with you or the ethical standards you'll need to meet.

You will need a bachelor's degree and at least four years of professional experience. You'll need to be able to use Google Workspace, Microsoft Office, social media platforms, and basic website management and AI tools with ease. Beyond that, what matters most is genuine excitement about our school and the skills and vision to make this role sing.

You might be early in your career.

You have a few solid years behind you, perhaps in nonprofits, communications, hospitality, or a classroom, and you're ready for work that means something. You have energy, ideas, and a hunger to grow. You want a place where you'll be trusted with real responsibility and can become a leader.

You might be closer to the end of a long career.

Perhaps you've spent decades in schools, fundraising, or community work. You know how to build relationships and systems and earn trust, and you've learned what lasts and what doesn't. You're looking for one more meaningful chapter - a place to pour in everything you know, and leave a program stronger than you found it.

Or you might be somewhere in between.

If you see yourself here, we want to hear from you.

Whoever you are, we hope you:

- Believe that children deserve to be taken seriously, and you light up when you see them engaged
- Love being around all kinds of people, and make them feel welcome, heard, and at ease, especially when they're weighing an important decision
- Get genuinely excited about our mission and the Montessori method
- Have exceptional interpersonal, communication, and organizational skills
- Can ask for financial support with warmth and confidence, because you believe in the why behind the ask
- Follow through on details, so that every family and donor feels seen and remembered

- Bring kindness, curiosity, grace, and courtesy to your work
- Have the desire to take initiative, integrate feedback, and pilot and pivot til you find what works

Experience in some of the following areas is desired:

- Running a full admissions cycle (inquiry, tours, applications, decisions, re-enrollment)
- SIS and database management
- Fundraising and/or grant writing
- Sales and marketing
- Event planning
- Creating content with Canva or other digital design tools
- Social media campaign design and management

What we offer

You'll have the rare chance to shape a role from its first day, alongside colleagues who care deeply about their school. You'll also have Duluth: Lake Superior out the window, trails and forest all through town, and a city that is small enough to know your neighbors but big enough to offer arts, culture, athletics, adventure, and a decent bite to eat.

Position details

SCHEDULE Full-time, year-round - could be negotiable

REPORTS TO Head of School

SALARY RANGE \$55,000 to \$75,000, depending on experience

BENEFITS

- 401(k)
- Dental insurance
- Health insurance
- Medical & Dependent Care Flex Spending plan
- Life Insurance
- Long Term Disability Insurance
- Vision Insurance
- Paid time off
- Parental leave
- Professional development assistance
- Tuition remission
- Vacation (12-month contract)

START DATE Flexible, for the right person

How to apply

Please send your résumé and a letter to Head of School, Catherine Gillach at catherine.gillach@manyriversmontessori.org – make sure “DAA” is in the subject line. Skip the formal cover letter if you like. Instead, tell us two things:

- 1 Why this role, at this point in your life?
- 2 A moment when you watched a child, or an adult, discover they were capable of more than they thought.

We'd also be pleased to see a small Content Portfolio, if you have one. Nothing fancy, just a collection of social posts, flyers, giving letters, blog posts, or any other media you've created that helps tell a story, convey an idea, or motivate action.

Our hiring team will begin reviewing applications immediately, but we're not in a hurry. This role matters too much to rush, and we will take the time to find the right person. If that's you, the start date can be flexible.



Many Rivers Montessori values diversity in every part of our school community. We warmly encourage applications from people of all backgrounds, ages, and experiences, including those who don't check every box above.

Thank you for considering joining us at MRM.