Rocky Hill Country Day School seeks a highly qualified Director of Communications & Marketing for a 50% position.

RHCD students build competencies in thinking critically, navigating the world ethically, and communicating intentionally in order to discover their full selves and use their wisdom for good. We focus on an interactive, inquiry-based educational experience, mindfulness, and meaningful relationships with adults on campus. Our multifaceted student body is made up of domestic and international students, and our intentionally small school community allows for personalized instruction and creates a familial setting throughout campus. Rocky Hill students and faculty wrestle with necessary, candid conversations in equity and belonging, both to build the school community we strive to have and to prepare students for the world they will shape. Overlooking acres of saltwater marsh on the magnificent coast of Narragansett Bay, Rocky Hill Country Day School’s stunning campus fosters exploration and discovery for students in all divisions, nursery through grade 12. RHCD graduates are bold learners, prepared to navigate a complex and changing world.

The Director of Communications & Marketing:

- Serves as a positive member of the senior administrative team.
- Oversees and evolves a strategic and innovative communications & marketing plan aimed at attracting and retaining mission-appropriate students for our growing student population.
- Works directly with the Head of School on communications & marketing planning and strategy.
- Oversees all promotional advertising, radio, and TV marketing
- Writes, designs, and/or manages the production of various print/digital needs related to special events and publications
- Ensures high quality content, design, and consistency in all School communications, including the monthly newsletter, divisional news, Head of School messages, etc.
- Supervises Social Media Specialist, Webmaster, and outside vendors.
- Helps develop and track the Communications & Marketing budget.
- Reports directly to the Head of School.
Candidates must have a bachelor’s degree. Experience in the field is advantageous. This opportunity requires excellent strategies and skills in communication, collaboration, and organization with an appreciation for confidentiality, equity, belonging, and professional growth.

Start date: July 1, 2024.

Founded in 1934, Rocky Hill Country Day School is an independent, coeducational, college preparatory day school in East Greenwich, RI made up of 300 students in nursery through grade 12. To learn more about our community, please visit www.rockyhill.org. Our waterfront campus is on the Potowomut peninsula and offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and entrepreneurial spirit. Rocky Hill Country Day School stands firmly behind the principle that the admission of students, the employment of faculty and staff, the operation of programs, and the governance of the School be open to all who are qualified regardless of race, creed, color, national origin, ethnic origin, gender identity, or caste. We seek individuals committed to the equity and belonging work we engage in as we continually strive to improve.

Please send a cover letter and resume BY EMAIL ONLY to drocha@rockyhill.org.