

— 1785 —
MFS
Moorestown
Friends School



DIRECTOR OF AUXILIARY PROGRAMS

Location: Moorestown, NJ

Post Date: April 2026

Reports To: Chief Financial and Operating Officer

Compensation: \$100,000 - \$115,000 based on experience and qualifications

POSITION OVERVIEW

Moorestown Friends School seeks a strategic, entrepreneurial, and mission-aligned Director of Auxiliary Programs to lead a newly created, year-round department responsible for growing and managing all auxiliary programming at MFS. This position represents a significant institutional investment and a major strategic priority for the school, rooted in the findings and recommendations of a comprehensive auxiliary programs review completed by SPARC in early 2026.

The Director of Auxiliary Programs will be the primary architect of a coordinated, thriving auxiliary enterprise that is fully aligned with MFS's Quaker values and mission, serves current and prospective families, generates meaningful non-tuition revenue, and elevates the school's visibility and brand within the wider community. The Director will report to the Chief Financial and Operating Officer (CFOO) and will partner closely with school leadership, faculty, and key departments across the institution.

This is an excellent opportunity for a creative, experienced leader who is energized by the chance to build something with purpose, bringing cohesion, quality, and intentionality to a portfolio of existing programs while envisioning and launching new initiatives rooted in MFS's distinctive strengths.



ABOUT MOORESTOWN FRIENDS SCHOOL

Founded in 1785, Moorestown Friends School is a coeducational Quaker day school in Moorestown, New Jersey, serving approximately 600 students from Preschool through Grade 12. MFS is known throughout the region for combining rigorous, inquiry-driven academics with a deep commitment to Quaker values - peace, integrity, community, equality, and stewardship - that shape the culture of daily life. With a 6:1 student-to-teacher ratio, a richly diverse student body (58% students of color), and more than 70 clubs and affinity groups, MFS fosters a school community where every student is known, valued, and supported.

Auxiliary programming at MFS, which includes Extended Day, after-school clubs, summer camps, and facility rentals, is already underway and serves as an important extension of the school's mission. The Director of Auxiliary Programs will build upon this foundation, bringing unity, strategic vision, and expanded capacity to everything the school offers beyond the regular academic day.

STRATEGIC CONTEXT

In early 2026, MFS engaged SPARC (Summer Programs and Auxiliary Revenue Collaborative) to conduct a comprehensive audit of auxiliary programs and develop strategic recommendations. Among the primary findings was a clear and urgent call to invest in dedicated leadership: a full-time Director of Auxiliary Programs to consolidate, coordinate, and grow a cohesive auxiliary enterprise.

This newly created role has been designed in direct response to that recommendation. The Director will be charged with achieving the school's top three strategic priorities for auxiliary programs:

- Generate additional net operating revenue that strengthens MFS's long-term financial sustainability.
- Cultivate admissions applicants by engaging youth, especially prospective students, in high-quality experiences on campus.
- Provide meaningful added value to MFS families through expanded programs and services that meet real needs.

Below is a snapshot of suggested summer program opportunities for MFS outlined in SPARC's comprehensive report.



REPORTING STRUCTURE AND DEPARTMENTAL SCOPE

The Director of Auxiliary Programs reports to the Chief Financial and Operating Officer (CFOO) and works in close collaboration with the Head of School, Director of Enrollment Management, Director of Marketing and Communications, Director of Athletics, and divisional directors. The Director supervises all auxiliary program heads as well as seasonal and part time auxiliary staff. The Auxiliary Programs portfolio currently includes:

- Summer Programs (MFS-operated and third-party partner programs)
- Extended Day Program (Early Morning and After-School care, Preschool through Grade 4)
- After-School Clubs and Enrichment (Preschool through Grade 5)
- Middle and Upper School After-School Supervision
- Facility Rentals

The Director will play a lead role in identifying and launching additional programs over time, aligned with institutional priorities and market opportunities.

Key Responsibilities

Strategic Leadership and Vision

- Serve as the primary strategic leader for all auxiliary programming at MFS, establishing a clear vision, goals, and multi-year plan for the department's growth.
- Build and lead a cohesive Auxiliary Department with shared standards, accountability, and a unified sense of purpose aligned with MFS's mission and Quaker values.
- Serve as a collaborative partner to school leadership, contributing to institution-wide strategic planning conversations with an entrepreneurial, solutions-oriented perspective.
- Champion auxiliary programs internally, helping the MFS community understand the strategic importance and institutional value of a thriving auxiliary enterprise.
- Develop and maintain an Auxiliary Programs Advisory Group to provide strategic guidance, community perspective, and partnership support.

Summer Programs

- Build and steward a deliberately designed portfolio of MFS-operated summer programs spanning academic, enrichment, athletic, and specialty offerings across a range of ages and audiences.
- Manage and grow relationships with external program partners, ensuring that all third-party programs hosted on campus are mission-appropriate, professionally run, and operationally sound.
- Recruit, hire, train, supervise, and evaluate summer staff to ensure exceptional program quality, safety, and a consistently positive experience for participants and families.
- Maintain program policies, health and safety protocols, and behavioral expectations in compliance with applicable regulations and school standards.
- Regularly assess summer program quality through enrollment data, participant feedback, and financial outcomes, and use those insights to drive continuous improvement.

Auxiliary Programs (Year-Round)

- Provide oversight and strategic direction for all year-round auxiliary offerings, including Extended Day, after-school clubs and enrichment, middle/upper school after-school supervision, and vacation camps.
- Bring a builder's mindset to the year-round auxiliary portfolio, regularly evaluating existing after-school offerings and leading the design and launch of new and enhanced programs that better serve MFS families, deepen the student experience beyond the academic day, and grow participation and non-tuition revenue.
- Ensure all auxiliary programs operate consistently, safely, and in alignment with MFS's educational philosophy and community values.

Facility Rentals

- Manage all facility rental inquiries, contracts, scheduling, and partnerships, ensuring that rental activity is both mission-appropriate and operationally compatible with school priorities.
- Develop a strategic facility use plan that maximizes revenue opportunity without compromising campus security or academic programming.
- Coordinate with the Director of Physical Plant, athletics, and academic leadership to ensure smooth transitions between school use and rental use.
- Partner with the CFOO on rental pricing, contract terms, and revenue goals.

Financial Management

- Develop, monitor, and manage budgets for all summer and auxiliary programs, ensuring strong financial outcomes and responsible stewardship of resources.
- Set revenue goals and pricing strategies in collaboration with the CFOO; track financial performance and adjust operations as needed.
- Oversee vendor contracts, staffing models, purchasing, and payroll for the auxiliary department.
- Provide regular financial and programmatic updates to the CFOO and Head of School.

Marketing and Enrollment

- Partner with the Director of Marketing and Communications to develop and execute cohesive, targeted marketing strategies for all auxiliary and summer offerings.
- Collaborate with the Director of Enrollment Management to ensure summer and auxiliary programs serve as an effective pipeline for school-year admissions and family engagement.
- Build community awareness and enthusiasm for MFS auxiliary programs among current families, prospective families, and the wider Moorestown-area community.

Administration and Compliance

- Oversee registration systems, attendance tracking, and operational workflows that deliver a smooth, family-friendly experience for participants.
- Maintain all program records, incident reports, rental agreements, and compliance documentation.
- Ensure full compliance with applicable local and state regulations, safety guidelines, and school policies across all auxiliary programs.

Other Responsibilities

- This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.



QUALIFICATIONS AND EXPERIENCE

The ideal candidate will be a strategic, entrepreneurial leader with a passion for youth programming and a commitment to operational excellence. The following qualifications are required or strongly preferred:

Education and Professional Background

- Bachelor's degree required; Master's degree in Education, Business, or a related field preferred.
- Meaningful professional experience in summer programs, youth programming, auxiliary programs, recreation management, or a related field; independent school experience is a plus but not required.
- Demonstrated success supervising and developing staff; proven ability to build high-performing teams across seasonal and year-round contexts.

Financial and Operational Skills

- Proven experience building and managing program budgets, setting financial goals, and monitoring revenue and expenses with rigor and precision.
- Strong operational instincts and systems-thinking orientation; ability to design efficient, scalable processes for registration, scheduling, staffing, and logistics that improve quality and customer experience.
- Comfortable partnering with a business office/CFOO on pricing strategy, financial modeling, and planning.

Program Design and Entrepreneurial Mindset

- Demonstrated ability to design, launch, and grow new programs - someone who generates ideas, refines them collaboratively, and leads them through to implementation with discipline and creativity.
- Entrepreneurial, forward-thinking, and energized by the opportunity to build something meaningful at a mission-driven school.
- Strategic thinker with the ability to identify market opportunities and develop programs that simultaneously achieve revenue, admissions, and community value goals.

Relational and Leadership Qualities

- Deep respect for and commitment to Quaker values, including equity, community, integrity, and stewardship - and the ability to authentically embody those values in program design and daily leadership.
- Genuine affinity for children and young people, and enthusiasm for the culture and community of an independent day school.
- Excellent communication skills with the ability to engage effectively with students, families, faculty, external partners, and community organizations.
- Collaborative and collegial leadership style; a natural partner who seeks to advance shared goals and builds relationships across departments.
- Comfortable stepping into a newly created role, building trust across a complex community, and gradually extending coordination and leadership across an evolving portfolio.
- A personal and professional commitment to diversity, equity, and inclusion and experience creating an inclusive school culture

Personal Qualities and Requirements

- Highly organized, detail-oriented, and skilled at managing multiple priorities in a dynamic, fast-paced environment.
- Customer-service orientation with high expectations for program quality, family experience, and timely communication.
- High degree of integrity, sound judgment, and commitment to safety, compliance, and the well-being of all participants.
- Proficiency with standard office tools; comfort with registration platforms, CRM systems, or camp management software; willingness to learn new systems and use data to inform decisions.
- Willingness to work a flexible schedule, including some evenings, weekends, and extended summer hours as programming demands.
- Must successfully complete a background check.



TIMEFRAME AND START DATE

July 1, 2026 is the preferred start date for this position. However, it is understood that the ideal candidate may have existing commitments, including leading a current summer program. As a result, there is some flexibility in the start date to accommodate these professional responsibilities.

AN INVITATION TO APPLY

Moorestown Friends School is a community that has endured and flourished for more than two centuries because of its clarity of mission, depth of values, and commitment to educating the whole child. This is a rare opportunity to join that community in a leadership role that is as entrepreneurial as it is mission-driven - to build something that will serve students, families, and the wider Moorestown area for years to come.

MFS is committed to building a diverse and inclusive community and strongly encourages candidates of all backgrounds to apply. Moorestown Friends School is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected characteristic.

Benefits

Moorestown Friends School offers a comprehensive benefits package which includes paid time off, medical, dental, vision, 403b with matching contribution, and company paid life insurance and long-term disability.

TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit and evaluate candidates for this position. Candidates should apply online at:

Director of Auxiliary Programs Application

Your online application will require the following:

- Cover letter addressed to: Moorestown Friends School
- Resume or CV
- List of 4 professional references with contact information

Thank you for your interest in this role. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: leadershipsearch@sparcnational.com.

