



DIRECTOR OF AUXILIARY PROGRAMS

Location: Chester Springs, PA

Post Date: May 2026

Reports To: Director of Operations

Compensation: Competitive salary and comprehensive benefits package, commensurate with experience

POSITION OVERVIEW

Montgomery School seeks a visionary, entrepreneurial, and community-centered Director of Auxiliary Programs to lead and expand a growing portfolio of programs that extend the School's mission well beyond the academic day and calendar year. This is a newly created position growing out of a deliberate, multi-year planning process that has positioned Montgomery to invest meaningfully in its auxiliary future. The Director will be the architect and chief builder of that future, with the full support of school leadership and a clear organizational mandate to grow.

Rooted in the School's belief in embracing childhood and nurturing the whole child, this role will develop and steward programs that are joyful, high-quality, and financially impactful. The Director will oversee summer programs, after-school and enrichment offerings, and facility rental operations, growing each with intention and care. This is an ideal role for a builder who thrives at the intersection of education, operations, and entrepreneurship.

Reporting to the Director of Operations, the Director will collaborate closely with school leadership, admissions, faculty, and the business office to ensure that auxiliary programs reflect and extend the Montgomery experience at every touchpoint.



ABOUT MONTGOMERY SCHOOL

Founded in 1915, Montgomery School is an independent, coeducational day school in Chester Springs, Pennsylvania, serving students from Preschool through Grade 8. Located in the heart of Chester County's scenic countryside, the School's campus is a living expression of its educational philosophy: warm, purposeful, and rich with possibility. Montgomery's approach is grounded in the conviction that children learn best when they feel known, safe, and engaged. The School embraces childhood, celebrating the natural curiosity, energy, and wonder that young learners bring while preparing them with the skills, character, and confidence to thrive as they grow. Signature programs in character education, outdoor learning, and community engagement reflect a commitment to developing the whole child: academically, socially, and ethically.

The School operates at full enrollment and has maintained consecutive years of positive operating results, a testament to strong leadership, institutional discipline, and a deeply committed community of families, faculty, and staff. With a Head of School in his sixth year and an operations leader with two decades of institutional knowledge, Montgomery enters this next chapter from a position of genuine strength.

The campus itself is a significant asset. The expansive academic and outdoor facilities include athletic spaces, a pool, and distinctive outdoor areas, all creating natural opportunities for expanded programming and community engagement.



STRATEGIC CONTEXT

The creation of the Director of Auxiliary Programs position is the product of careful, forward-looking institutional planning. School leadership engaged in a rigorous assessment of how Montgomery's campus assets, staff expertise, and community relationships could be more fully activated in service of both mission and financial sustainability. That process produced a clear conclusion: the School has exceptional resources and an engaged community, and a dedicated business leader focused exclusively on auxiliary growth is the essential next step.

The Director will be charged with transitioning the School from an outsourcing model of programming to an active, self-run operator of mission-aligned programming. Summer programs represent the largest long-term opportunity. With an existing third-party summer program under contract for the next two summers, the Director will have a meaningful runway to design, plan, and build a best-in-class school-operated program. In the near term, the Director's most immediate priority will be enhancing and growing after-school and enrichment programs. The Director will also develop facility rental operations in ways that generate revenue while deepening community connection.

Montgomery's leadership has thought carefully and deliberately about this role. The Director who steps into it will find an institution that is genuinely ready to support their success.

JOB DESCRIPTION

The Director of Auxiliary Programs will advance Montgomery School's mission and long-term financial health by:

- Designing and building a school-operated summer program that reflects the warmth, quality, and joyfulness of the Montgomery experience
- Developing after-school and enrichment offerings that serve current families and deepen engagement with the school community
- Growing facility rental revenue through thoughtful partnerships and well-managed campus use
- Creating accessible and welcoming entry points for prospective families to experience the School
- Generating sustainable non-tuition revenue that directly supports the School's long-term strategic priorities

Key Responsibilities

Strategic Leadership and Program Development

- Lead the design and execution of a comprehensive auxiliary strategy that positions Montgomery as a year-round hub of learning, play, and community engagement
- Design and develop a cohesive set of school-operated summer programs
- Identify, evaluate, and develop new auxiliary programs aligned with the School's mission, community interests, and market opportunities
- Partner with the Director of Operations and senior leadership to connect auxiliary programming to the School's broader strategic and financial goals
- Build a cohesive auxiliary team and culture grounded in excellence, care, and continuous improvement

Summer Programs

- Design and develop a school-operated summer camp that reflects Montgomery's values and is positioned for a successful launch once the current third-party arrangement concludes
- Use the planning runway thoughtfully by researching comparable programs, building staffing models, developing curriculum frameworks, and establishing the infrastructure needed for a strong launch
- Recruit, train, and supervise seasonal staff who embody the School's culture and commitment to child wellbeing
- Develop staffing plans, safety protocols, registration systems, and family communication frameworks in advance of program launch
- Use participant data and family feedback to continuously refine and strengthen offerings from year to year

After-School and Enrichment Programs

- Enhance and expand Montgomery's after-school care and enrichment programs to better serve current families and generate additional revenue
- Introduce new enrichment offerings in areas such as the arts, athletics, STEM, wellness, and creative expression
- Ensure programs are inclusive, high-quality, and aligned with the School's academic and social-emotional priorities
- Coordinate with faculty and division heads to identify program alignment
- Develop scheduling, communication, and registration systems that create a seamless family experience

Facility Rentals and Campus Activation

- Develop a proactive facility rental program that generates meaningful non-tuition revenue through off-hours use of Montgomery's campus
- Cultivate partnerships with organizations whose values and practices are aligned with the School's mission
- Create systems and processes for rental inquiries, agreements, scheduling, and event oversight that are efficient and professional
- Balance revenue generation with thoughtful management of campus culture, safety, and operational priorities
- Identify opportunities to position Montgomery's unique outdoor spaces and specialized facilities as community assets

Financial Management and Planning

- Develop and manage program budgets with an orientation toward revenue growth and long-term sustainability
- Establish enrollment and revenue targets, set pricing strategies, and monitor financial performance across all auxiliary areas
- Collaborate with the business office on forecasting, financial reporting, and multi-year planning
- Provide leadership with regular updates on program performance and emerging opportunities

Marketing, Enrollment, and Community Engagement

- Partner with the Director of Admissions and the marketing team to promote auxiliary programs to both current and prospective families
- Design summer and enrichment programs that serve as potential entry points for families considering Montgomery
- Build awareness of Montgomery's auxiliary offerings across the Chester County region through targeted outreach
- Ensure all program communications are clear and consistent with the School's brand and voice
- Strengthen existing relationships with community partners and develop new ones that expand Montgomery's reach and impact



Operations and Administration

- Build and maintain operational systems that support a high-quality experience for families and participants
- Oversee registration, scheduling, staffing, and program logistics across all auxiliary areas
- Ensure full compliance with safety, regulatory, and school policy requirements, including staff background checks and child protection protocols
- Manage auxiliary staff including program coordinators, seasonal employees, and part-time instructors
- Maintain transparent, timely communication with families, colleagues, and external partners

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

Education and Professional Background

- Bachelor's degree required; advanced degree in Education, Business, or a related field preferred
- Meaningful professional experience in summer programs, auxiliary program management, camp administration, youth development, recreation management, or comparable environments
- Experience in an independent school or mission-driven educational setting is beneficial but not required; a genuine appreciation for school culture and community is essential
- Demonstrated success leading and developing teams, with the ability to recruit, mentor, and manage staff effectively

Financial and Operational Expertise

- Demonstrated ability to develop and manage program budgets, set revenue targets, and track financial performance with accuracy and accountability
- Experience establishing pricing strategies and working with finance or business office partners on multi-year financial planning
- Systems-oriented approach to operations, with the ability to design and manage registration, staffing, and scheduling processes
- Comfort working with data to inform decisions, measure program impact, and identify opportunities for growth

Program Development and Entrepreneurial Mindset

- Proven ability to conceptualize, launch, and grow programs from the ground up, with strong follow-through and attention to quality at every stage
- Entrepreneurial mindset with a genuine enthusiasm for building within a mission-driven environment where impact and sustainability go hand in hand
- Strategic instincts for identifying community needs, assessing market opportunities, and developing programs that generate both enrollment and revenue
- Experience or strong working knowledge of operating a summer camp or day camp program, including staffing, safety, programming, and logistics

Leadership and Interpersonal Skills

- Deep alignment with the values of an independent school community, including a commitment to integrity
- Warmth, approachability, and enthusiasm for working in a school environment
- Exceptional communication skills, with the ability to build trust and connect effectively with a wide range of stakeholders
- Collaborative and relationship-centered leadership style that fosters cross-departmental teamwork
- Confidence stepping into a newly created, high-visibility role and building structure, alignment, and momentum from the ground up
- Demonstrated commitment to inclusion and belonging, with experience contributing to welcoming environments and equitable practices

Personal Attributes and Requirements

- Highly organized and detail-oriented, with the ability to manage multiple priorities simultaneously
- Service-oriented mindset with a strong commitment to delivering high-quality participant experiences
- Sound judgment, professionalism, and a commitment to child safety and participant wellbeing
- Proficiency with standard technology tools; familiarity with registration platforms, CRM systems, or program management software is preferred
- Willingness to work a flexible schedule that includes evenings, weekends, and peak program periods
- Successful completion of all required background checks and clearances, consistent with Pennsylvania law and Montgomery School policy

TIMEFRAME AND START DATE

Montgomery is targeting a start date of September 1, 2026 for this position. The School recognizes that the ideal candidate may have existing professional commitments, including responsibilities related to a current summer program, and is willing to accommodate reasonable flexibility in the start date.

AN INVITATION TO APPLY

This is a rare opportunity to build something meaningful, with genuine institutional support, in an environment that takes both mission and financial sustainability seriously. The new Director of Auxiliary Programs will have strong support, a leadership team that is ready to invest, and a community of families who are engaged and enthusiastic.

Montgomery School is committed to building a diverse and inclusive community and welcomes candidates of all backgrounds to apply.

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: Montgomery School
- Resume or CV
- List of 4 professional references with contact information will be required once candidates reach the interview stage of the process

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.



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