



Lutheran High School

Nurturing academic excellence, Encouraging growth in Christ

11249 Newlin Gulch Blvd • Parker, CO 80134 • LHSParker.org

POSITION SUMMARY *Enrollment Manager*

Employment Term: 2026-2027 School Year - Training in May/June 2026

Full-time position: 12-month position

Benefits: CLHSA offers numerous benefits including:

- Health, dental, & vision insurance
(premiums paid fully for employee & family)
- HSA contributions
- Disability & life insurance
- Retirement match & 100% employer-funded pension
- PTO
-

Salary Range: \$50,000 - \$60,000

Application Deadline: Applications accepted on an ongoing basis

FLSA Classification: Non-Exempt

JOB DESCRIPTION & REQUIREMENTS

Faith Attributes

The candidate must be “Scripturally Grounded & Defined” and display:

- **A Heart for Jesus Christ:** *For I resolved to know nothing while I was with you except Jesus Christ and him crucified. (I Corinthians 2:2)*
- **Personal Character:** *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us. (Titus 2:7-8)*

- **Astuteness for Task:** *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? (Luke 14:28)*
- **Passion for Excellence:** *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. (Colossians 3:23-24)*

Role & Responsibilities

The Enrollment Manager will report to the Executive Director and the Controller. He/she will primarily focus on the following areas:

Manage re-enrollment and payment forms for ACH payments
Monitor tuition accounts throughout the year
Collect non-automatic tuition payments
Assist with collecting delinquent accounts via invoice, phone, email, etc
Prepare tuition delinquency reports
Manage FACTS integration with QuickBooks
Maintain FACTS tuition accounts
Manage international student hosting payments
Reconcile FACTS accounts in Quickbooks
Assist Controller with annual audit as needed
Learn the tuition assistance process from HR
Manage the enrollment email account
Assist the auction coordinator with preparation (September - November)
Manage enrollment packet issues and secondary households
Manage the student retention spreadsheet during the school year

Qualifications, Skills, & Abilities

The Enrollment Manager will be expected to have the following personal characteristics:

- Knowledge of Excel and Google spreadsheets
- Ability to learn the FACTS tuition management software
- Ability to learn the integration of FACTS with Quickbooks
- Skill in handling customer email and make related phone calls
- Ability to think critically and respect confidentiality
- Organized and detail oriented
- Works well under pressure and can manage various deadlines
- Embraces the ministry aspect of service

He/she will need to possess the ability to:

- Listen carefully, learn quickly, and work effectively in a complex organization
- Display clarity, crispness and effectiveness in written and oral presentation
- Work collaboratively with colleagues across different offices and administrative positions
- Bring out the best in people and yield pride, ownership and a sense of team effort

Lutheran High School

The Colorado Lutheran High School Association is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

Nurturing academic excellence, encouraging growth in Christ

Core Values



Highly relational



Rooted in Scripture



Talented teachers

We pursue:

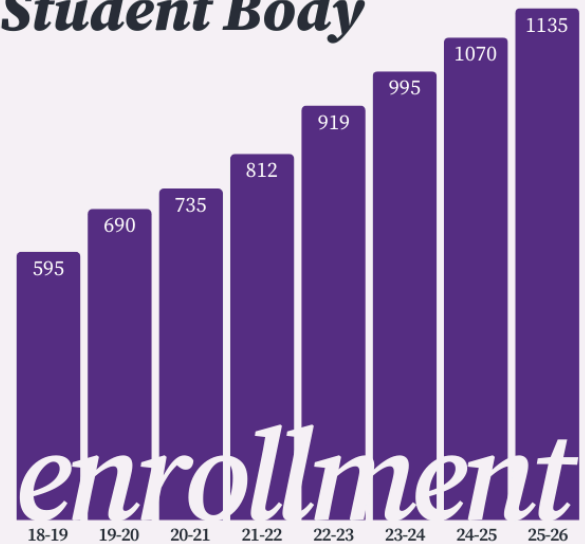
- Community service & outreach
- Excellent performing arts program
- Dominant athletics programs
- Partnerships with other ministries

Annual Budget

\$13 mil
operating
budget

\$650k
athletics
budget

Student Body



enrollment

12% Lutheran | 10% unchurched

We exist to serve the community and create transformational ministry opportunities.



Governance Structure

Policy-based governance

