



Position Title:	Director of Parent and Community Engagement
Position Status:	Full-time
FSLA Classification:	Exempt
Reports to:	Director of Development

Position Purpose

The position of Director of Parent Relations and Community Engagement is integral to the success of SCH's advancement program. This highly organized, detail-oriented, confident leader will serve as the School liaison to the Parents Association and plan and execute events sponsored by the Development Office and the Head of School, including alumni, stewardship, admissions, and select donor events. Under the guidance of the Director of Development, the Director of Parent Relations and Community Engagement develops the strategy for and oversees the development, execution, and follow-up for events that advance the strategic initiatives of SCH and deepen the School's relationships with its constituencies.

Essential Functions

Coordinates and executes all aspects of events such as Parents Association Fundraiser, Homecoming, Grandparent and Special Friend Day, the All-Parent Cocktail Party, the All-School Opening Ceremony numerous perspective and current parent, alumni events, cocktail receptions, dinners, networking series, including attendance .

Parents Association Liaison

- Serves as a point person in the parent/school relationship via the Parents Association.
- Oversees information flow to parents through Class Parent communications, and regular electronic notification of upcoming events and meetings.
- Assists with the logistics, planning, and execution of the annual fundraiser, and other Parents Association programs.
- Collaborates with the Parents Association on events to ensure they are well supported.

Collaboration/Coordination

- Collaborates with the Director of Alumni Relations and Special Events, Director of Development and Donor Relations, Director of The SCH Fund, Director of Admissions and Enrollment Management, and other colleagues to identify upcoming opportunities, latest trends for events, networking, and identifying fresh approaches for enhancing parent programming and events.
- Works closely with the President and Vice President of the Parents Association, the Parents Association Executive Board, Class Parents, and chairs of the various Parents Association events.
- Plans, designs, implements, and coordinates a comprehensive parent engagement and events strategy (3–5 year timeline) that includes developing timelines, managing budgets, creating printed materials, overseeing mailings and communications, and coordinating logistics, volunteers, and vendors.
- Works closely with the Office of Advancement leadership; has primary responsibility to evaluate, utilize event metrics analysis, and create effective strategic events..

Qualifications

- Bachelor's degree required.
- Minimum of three years of experience in event planning and volunteer management in nonprofit organization. Polished communication and interpersonal skills; ability to work and communicate effectively with diverse constituents.
- Confident, poised, and professional leader; ability to serve as guide to multiple staff members and volunteers regarding event planning and parent engagement.
- Extremely organized; ability to manage and oversee all aspects of planning and executing a variety of events.
- Self-motivated; ability to work independently and take initiative to meet deadlines in a time-sensitive and fluid environment with attention to detail and accuracy.
- Demonstrated ability to work as an effective team member and manage multiple projects in a fast-paced environment.
- Flexible, energetic, creative, and confident to ensure flawless execution and leadership for events.

Physical Requirements and Work Environment

- Occasionally lifts up to 30 pounds.
- Generally works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during special activities and fundraising events.
- Works in a dynamic environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.

Application Procedures

Interested candidates, please **e-mail** a cover letter, resume, and contact information for three references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.