



Opportunity Statement

Community Relations Program Manager

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, [Thaden School](#) opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced tuition assistance program, the School has grown steadily, and enrollment exceeds 300 students in Grades 6 to 12 in the 2023-24 academic year. Designed by a world-class team of architects, the School's 30-acre campus in downtown Bentonville will support as many as 500 students. Thaden will open a Lower School in the fall of 2024, beginning with Kindergarten and Grade 1.

Thaden School now seeks a Community Relations Program Manager (CRPM), reporting to the Executive Director of Community Relations, to leverage school programs and the campus to develop relationships that serve the school and community. In addition, the Program Manager assists with daily operations and coordinates a wide variety of activities related to internal and external events, rentals, and summer programs.

Role and Responsibilities

- Expand on current outreach and programming to ensure diverse populations participate in the School's auxiliary programs, including summer and rental programs
- Collaborate with School's communications team to create content for social media accounts, website, and other marketing efforts pertaining to summer and rental programs
- Manage the school-wide calendar for the use of campus facilities, including outdoor spaces, for both internal and external events. Proactively communicate with all stakeholders to ensure they are informed of events that could impact their daily work environment
- Collaborate with faculty and leadership to create an operational plan for auxiliary programming including summer camps
- Collaborate with facilities, grounds, and campus safety teams on set-up and coverage for internal and external events and camps and ensure spaces have been left in good order and any issues or damage are reported
- Initiate and manage reciprocal relationships with community partners, including memos of understanding (MOUs)
- Review all rental program requests, conduct tours with community partners and prospective renters to determine their needs, communicate rental rates and terms, and finalize contracts
- Collaborate with the School's business office to reconcile and track payments for rentals and summer camps
- Oversee the work of a part-time, hourly Event Assistant and Summer Camp Supervisors to ensure appropriate staffing of external events and programs
- Provide leadership in all areas of summer camp program development and implementation, including recruiting and training camp counselors, developing and implementing a marketing plan, and communicating with parents/guardians as needed

- Manage the summer program online platform (RecDesk) to track attendance, ensure compliance with safety and health protocols, generate attendance reports, and communicate with instructors and counselors
- Work with school constituencies, including the Events Committee, Advancement Council, and Student Councils, to manage and execute internal events, occasionally during evenings and weekends
- Manage planning software for rentals program and school events
- Additional duties as assigned by the Executive Director of Community Relations

Skills, Qualifications, and Attributes

- Ability to work in a challenging, fast-paced work environment that requires versatility, adaptability, and resourcefulness
- A founding spirit that embraces new challenges
- Strong communication and interpersonal skills
- Ability to prioritize effectively and work autonomously in a self-directed manner
- Willingness to undertake simple and complex tasks with equal enthusiasm and energy
- Excellent judgment and discretion in responding to urgent, confidential matters
- College degree preferred

Physical Requirements/ Work Environment

- Current First Aid and CPR certification and trainings
- Job frequently requires standing, walking, handling objects with hands
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 50 pounds
- Some work performed outside and may require exposure to changing weather conditions

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit your application materials through our online portal for [Thaden School Job Opportunities](#). Applications should include a cover letter and resume. The start date is negotiable but will ideally be before May. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector. All offers of employment are contingent on successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests learn and grow stronger together.

Located on a 30-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School also engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspire creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019 and the campus master plan was completed in the fall of 2021.

The School's [website](#) features additional information regarding its mission, educational programs, and faculty and staff.