



**Position Title:** Director of Parent Engagement  
**Position Status:** Full-time  
**FLSA Classification:** Exempt  
**Reports To:** Director of Development

### **Position Purpose**

The Director of Parent Engagement plays a pivotal role in the advancement of our school community. This leadership position demands a highly organized, detail-oriented individual with a knack for strategic planning and execution of key events. The Director of Parent Engagement will work closely with internal stakeholders and Parents Association leadership to craft and implement a dynamic parent engagement strategy that fosters strong relationships and active participation among SCH parents.

### **Essential Functions**

#### **Strategic Planning:**

- Develops and implements comprehensive strategies to actively engage parents in the life of the school.
- Analyzes data and feedback from parent surveys, focus groups, and engagement metrics to assess the effectiveness and make recommendations for improvement.

#### **Event Coordination:**

- Spearheads initiatives to engage our community through meticulously organized school-led and parent-led events, including but not limited to the Parent Welcome Reception, Homecoming Family Fair, and PA Fundraiser. This involves overseeing every aspect from conceptualization to follow-up, ensuring each event aligns with SCH's strategic goals.

#### **Parents Association Liaison:**

- Acts as the main point of contact between the Parents Association (including various parent councils) and the School.
- Effectively manages volunteers and facilitates communication and collaboration between parents, faculty, staff, and administration.

#### **Communication:**

- Collaborates with marketing and communications team members to craft emails, newsletters, social media, web content, and other communication materials to reach, inform, and engage parents effectively.

#### **Development Team Support:**

- Supports development team initiatives, including alumni events and the school's annual day of giving, by engaging parents in fundraising efforts and volunteer opportunities.
- Other duties as assigned by the Director of Development.

#### **Qualifications:**

- Bachelor's degree or equivalent work experience.
- At least three years of experience in event planning and volunteer management within a nonprofit setting.
- Self-starter with a creative and flexible approach to problem-solving.
- High level of organization, with the ability to manage multiple projects simultaneously in a fast-paced environment.
- Exceptional communication and interpersonal skills, with a proven ability to engage with diverse groups.
- Demonstrated leadership qualities, with a track record of guiding teams toward the successful execution of events.

#### **Physical Requirements and Work Environment:**

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Able to move around school environments.
- Mostly office-based with potential for outdoor work during events, regardless of weather conditions
- Dynamic work setting with varied tasks and deadlines.
- Flexibility in work schedule to lead and attend multiple evening and weekend events

#### **Application Procedures:**

To be considered, candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow [this link](#).

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*