

Parent Engagement Manager

Reports to: Director of Development

Hours: Full-time, 35 hours per week

Term: 10 August 2026 - 11 June 2027 - fixed-term position

Eligibility: Applicants must have the current right to work in the UK. Visa sponsorship is not available for this position.

Overall purpose

Working at the intersection of development and community, the Parent Engagement Manager drives ASL's community-building and engagement goals by mobilizing parent volunteers. You will partner closely with the Director of Development, the Development team, and the Parent Community Association (PCA) President to execute high-impact events and steward committee groups. In support of the school mission, your goal is to transform parent involvement into long-term advocacy and sustainable financial support through strategic relationship management and exceptional event execution.

Summary of duties and responsibilities:

Development: strategic event management and engagement

- **Logistics oversight:** Manage end-to-end logistics for all cultivation and stewardship events, including venue sourcing, invitation/RSVP management, catering, AV requirements, and budget tracking.
- **Flagship event lead:** Serve as the primary coordinator for landmark celebrations, specifically the 75th Anniversary (April 2027).
- **Annual engagement calendar:** Execute a diverse portfolio of gatherings, including New Parent Coffees, Head's Council lunches, donor cultivation and stewardship events, State of the School meetings, and Founder's Day.
- **Cross-divisional collaboration:** Act as the primary liaison between the Lower, Middle, and High School divisions to facilitate student, alumni, and parent engagement opportunities.

Parent Community Association (PCA) partnership and support

- **Volunteer stewardship:** Serve as the central point of contact for PCA volunteers, providing guidance to ensure all community-building events are successful and aligned with school values.
- **Operational support:** Act as the "internal hub" for PCA events (e.g., Welcome Back BBQ, Employee Appreciation, Literary Festival, 75th anniversary), coordinating all requirements with Facilities, IT, and Communications departments.

Additional responsibilities:

- **Development strategy:** Identify potential donor prospects based on their levels of volunteer engagement and interest.
- **Communication and collateral:** Prepare PowerPoint presentations and draft remarks for keynote speakers.
- **Gift Stewardship:** Coordinate and oversee the selection, ordering, and delivery of stewardship gifts for high-level donors and volunteers. Responsible for budget management and inventory tracking.
- **Creative assets:** Occasionally assist with event copywriting, social media content, and invitation design. Photograph events and volunteer groups for archival and promotional use.
- **Team collaboration:** Perform other duties within the scope of the role, including required evening and weekend hours for event coverage.

Essential qualifications/experience:

- A proven track record of event planning experience with high attention to detail, time management and responsiveness, budget oversight, specific management knowledge of AV and decor, and handling multiple event projects simultaneously
- Highly organized and a problem-solver, positive and friendly, strong people management and interpersonal skills, excellent verbal and written communication skills
- Collaborative team colleague and a self-starter
- Demonstrable volunteer management experience, building and developing effective relationships in a non-profit environment

- Ability to adjust to dynamic event environments with ease and maintain professionalism with internal and external constituents and vendors
- A proven commitment to the safeguarding and welfare of children

Desirable qualifications/experience:

- Educated at degree level
- Independent and/or international school experience
- Knowledge proficiency in Blackbaud Raiser's Edge/NXT
- Experience working with and navigating event management systems and software
- Fundraising experience as it relates to cultivation and stewardship

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognised protected basis under local law. Read our [Diversity, Equity and Inclusion statement here](#).