



ST. MARK'S
EPISCOPAL SCHOOL

A Community Engaged

St. Mark's Episcopal School in Houston, Texas is seeking a creative, organized, team player to serve as the Community Engagement Manager. The Community Engagement Manager is an important member of the Advancement Team. The Community Engagement Manager is a full-time position serving the event management needs, training and support of parent volunteers, and overall engagement of St. Mark's Episcopal School's community through the Advancement office. The Community Engagement Manager develops the strategy for and oversees the planning, execution, and follow-up for events that advance the strategic initiatives of St. Mark's and deepen the school's relationships with its constituencies.

As a part of our identity as an Episcopal school, we are committed to integrating the concepts of equity, inclusion, and a just society throughout the life of the school. St. Mark's is in the early stages of our community's work around diversity, equity, and inclusion, and we are in search of a team member with experience to help advance these efforts.

Primary Responsibilities

- Manage annual and special events of the Advancement office in collaboration with the Directors of Admission and Development. Events include but are not limited to: galas, socials, alumni events, open houses, and campus tours.
- Support community initiatives as a member of the Advancement team.
- Collaborate with the Director of Marketing and Communication to create a plan for effectively communicating upcoming engagement opportunities and events with prospective and current parents.
- Manage event-related communications, including invitations and registrations.
- Serve as the liaison to Parent Guild leadership and committees. Coordinate meetings, on-site activities and major events and assist in volunteer recruitment and training.
- With intentionality around community engagement, serve as the Advancement team liaison to the Episcopal Identity and Diversity, Equity, and Inclusion team.

Other duties

- Identify upcoming opportunities, latest trends for events, and fresh approaches for enhancing parent programming and events.
- Develop a robust knowledge of the physical spaces available on our campus and advise how best to leverage on-campus events throughout the year.
- Maintain the special events inventory and related supplies, as well as customized and personalized gift items.
- Collaborate with the Directors of Admission and Communication and Marketing to design and implement strategies to help us attract, recruit, and retain mission fit students who are currently underrepresented in our school community.
- Some weekend and evening work will be required based on the annual school calendar.

The successful candidate will:

- Demonstrate strong interpersonal and service skills in their engagement with others.
- Be exceptional at building and maintaining relationships.
- Display a high level of diplomacy and the ability to remain composed in stressful situations.
- Have a positive attitude, and problem-solving orientation, exhibiting good judgement and discretion at all times.
- Take initiative to pursue goals and complete tasks.
- Have an understanding of and show a passion for diversity, equity, and inclusion initiatives.

Preferred Skills and Experience:

- Bachelor's Degree preferred.
- Professional experience with event planning and / or a school environment.
- Proficiency in Microsoft Office suite, Google Office Suite.
- Experience with Blackbaud, Raiser's Edge, One Cause/ BidPal, SchoolAdmin, and Finalsite.
- An understanding of the unique Houston landscape.

About St. Mark's Episcopal School

The community of St. Mark's Episcopal School celebrates the uniqueness of each child. We are stewards of our students' intellectual curiosity, faith, and passion for discovery. We cultivate joy, playfulness, and growth in a child-centered environment. Located in the West University Place neighborhood of Houston, St. Mark's serves 450 students from two-year-olds through 8th grade. St. Mark's is an engaging community of learners where the school partners with its families in preparing each student for the path that lies ahead through a stimulating,

whole-child school experience. Through offerings in athletics, performing and visual arts, technology, Spanish and a robust curriculum, St. Mark's prepares its graduates for the many high school options Houston offers, and successfully places its students in high schools which best fit each.

St. Mark's is an Episcopal school, and as part of the St. Mark's Episcopal Church parish, is known as a community environment and second home to over 300 families. The school is committed to its positive relationship with families, believing strongly in the power of a fully engaged dynamic between school and home. As a place where children are known, teachers understand what it means to meet children where they are, which plays a crucial role in fostering each child's spirit.

Interested candidates should complete our [online application](http://www.stmes.org/careers) at www.stmes.org/careers.