



JOB DESCRIPTION

TITLE:	Community Engagement & Enrollment Manager
REPORTS TO:	Advancement Director
DATE:	June 2026

Check applicable interactive boxes below:

Exempt Non Exempt Full-Time Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

O’Dea High School’s Institutional Advancement Department is seeking a talented Community Engagement and Enrollment Associate. This role will strengthen relationships across the school community and build connections between O’Dea and our extended community, including alumni, potential students/families, friends and neighbors. This person is responsible for coordinating and executing various events and initiatives that foster belonging, stewardship, and fundraising. This person will champion our Institutional Advancement Team event planning efforts. They will work closely with staff, volunteers, and vendors to execute event logistics, event contracts, and timelines. The ideal candidate has a strong attention to detail, excellent communication and project management skills, and is a team player.

Essential Functions/Responsibilities:

- Plan, execute, and coordinate logistics for a variety of events throughout the school year and summer– timeline, space, communication, volunteers, and follow-up—with careful attention to detail and hospitality.
- Build and maintain meaningful relationships with school families, alumni, volunteers, and community members.
- Work collaboratively to support the Institutional Advancement Department (Advancement, Marketing, Enrollment) to ensure we reach appropriate communities, and all events are mission-aligned and thoughtfully executed.
- Serve as a welcoming liaison for volunteers and community partners; ensure a positive experience from first contact through post event follow-up.
- Communicate clearly and effectively with community partners and potential community partners to ensure we are building relationships that are beneficial to all.
- Responsible for the oversight and execution of community engagement programs.
- Support the Advancement Team and Enrollment Director as needed.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:

HS Diploma Associate Degree BA/BS Masters PhD/MD

List preferred related field for degree:

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

3-5 years of experience in fundraising, project management, or event planning.

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

NA

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Excellent skills in time management, communication, and organization. Ability to prioritize work. Skilled at building and sustaining relationships across diverse groups. Able to work some evenings and weekends as needed for events.

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Experience with Little Green Light and/or ability to learn database software and develop reports from data. Experience with Microsoft Office Suite.

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		X		
Bending		X		
Standing		X		
Stooping		X		
Sitting				X
Climbing	X			
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			
Stretching/reaching				X
Distinguish smell/temperature				X
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Operating computer and standard office equipment				X
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials	X			
Exposure to outside activities that could include extreme temperatures or inclement weather		X		
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Salary: Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. The salary range for this position is \$70,000 to \$80,000.

Benefits: A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

Approvals:

Employee

Date

Supervisor

Date