



**The Fishing School**  
**4737 Meade Street, NE**  
**Washington, DC 20019**

**Position:** Parent Engagement Manager  
**Reports to:** Director of Programs  
**Supervises:** Parent Engagement Associate  
**Status:** Salaried, full-time

### **About The Fishing School**

The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. For more information, please visit [www.fishingschool.org](http://www.fishingschool.org). TFS provides year round academic-focused out of school time programs for more than 400 students each year.

### **Responsibilities**

The Parent Engagement Manager is a management role responsible for the operational success of TFS' parent engagement programs, ensuring seamless team management and development, and parent engagement program delivery, quality control, and evaluation. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned, including but not limited to the following:

- Developing, guiding, and monitoring the implementation of TFS' parent engagement strategies and initiatives
- Establishing and maintaining rapport with families and school partners
- Directing, planning, and supervising the work of part-time parent engagement associates
- Overseeing the design and implementation of parent engagement events and activities
- Developing and implementing ongoing training for parent engagement staff
- Analyzing trends in the parent engagement program, identifying issues, and developing and recommending solutions
- Preparing grant reports in collaboration with the Development & Communications Department
- Ensuring compliance with all applicable regulations and requirements
- Ensuring accuracy of data input into official databases
- Facilitating and managing strategic parent engagement programmatic partnerships
- Supervising development of and recruitment for TFS' Parent Advisory Council.

### **Qualifications**

- Bachelor's degree in an education or human services related field, master's degree preferred
- Minimum of three years leadership experience in the field of education, youth development, or family engagement
- Creative, highly motivated hands-on-administrator with excellent organizational and writing skills

- Experience managing complex, multi-faceted projects resulting in measurable success and program growth
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), and the ability to manage proprietary tracking and evaluation databases
- Solid organizational skills including attention to detail and ability to multi-task
- Excellent communication and presentation skills
- Ability to maintain discretion and handle delicate situations with sensitivity and professional courtesy
- Customer orientation and ability to adapt/respond to different types of personalities
- Demonstrated use of data to drive decisions and program outcomes
- Experience creating new programs or building partnerships
- Superb management and interpersonal skills and the ability to work collaboratively with school leaders, family members, community members, community leaders, and other critical partners.

### **How to Apply**

The Fishing School offers a competitive salary and generous benefits. To apply for the position, please send a cover letter detailing your interest and track record as a program management professional and your resume to [jobs@fishingschool.org](mailto:jobs@fishingschool.org). **The Fishing School will not consider incomplete applications.**