

Engagement Manager, Higher Education Male Achievement Collaborative

About the Collaborative

The Higher Education Male Achievement Collaborative (HEMAC) is a national network of colleges, universities, and nonprofit organizations committed to advancing male student access, persistence, and completion — with particular attention to men from underserved and underrepresented communities. HEMAC translates research generated by the American Institute for Boys and Men (AIBM) into higher education practice, connecting campus leaders, researchers, practitioners, and funders to share evidence, build capacity, and scale what works.

HEMAC is in an active growth phase, expanding its partner network, deepening its program offerings, and building the organizational infrastructure to support both. We are seeking an Engagement Manager to strengthen institutional relationships and help deliver on HEMAC's growing portfolio of partner services.

Role summary

The Engagement Manager drives day-to-day programming, communications, and operational support across HEMAC's partner network. Reporting to the Director, this role combines relationship management, project coordination, content development, and event logistics to ensure partners are well-supported and that HEMAC delivers on its commitments to funders, peer organizations, and the broader field.

This is an ideal role for a higher education professional who is energized by network-building, passionate about evidence-based research, and committed to improving outcomes for collegiate men — skilled at managing multiple workstreams with attention to detail and follow-through

Key responsibilities

1. Partner Engagement and Relationship Management

- Serve as a primary relationship manager for HEMAC's network of approximately 38 partner colleges and universities, maintaining regular communication and monitoring institutional engagement.

- Conduct outreach to prospective partner institutions, including scheduling and preparing for discovery conversations with campus leaders.
- Support the onboarding of new partners, including orientation to HEMAC resources, data participation expectations, and member benefits.
- Track institutional points of contact, engagement status, and renewal activity using HEMAC's contact management systems.
- Develop and maintain strong working relationships with student affairs, academic affairs, and equity-focused leaders across partner institutions and the broader field.

2. Programming and Learning Agenda

- Support the development and execution of HEMAC's annual learning agenda, including virtual convenings, webinars, peer learning communities, and field resources.
- Maintain HEMAC's programming calendar to ensure a timely, relevant, and balanced lineup of member-facing content throughout the year.
- Assist in identifying high-impact topics and practitioner needs that should inform HEMAC's programming priorities, in coordination with the Director.

3. Event Production and Convenings

- Coordinate logistics for LearningMan, HEMAC's annual partner convening, and other HEMAC convenings, including speaker coordination, run-of-show development, and post-event follow-up.
- Support the preparation and distribution of materials for virtual and in-person programming, including slide decks, facilitator guides, and participant communications.
- Track attendance, participant feedback, and engagement data across events to inform future programming decisions.

4. Communications and Field-Building

- Draft, edit, and distribute partner communications including e-blasts, newsletters, and network updates on a regular cadence.
- Maintain HEMAC's web presence and social channels, keeping content current and aligned with organizational messaging.
- Write and edit blogs, practice briefs, and field resources that make research accessible and actionable for higher education practitioners.
- Monitor developments in higher education policy, research, and practice relevant to male student success, and synthesize findings for the network.

5. Operations and Organizational Development

- Maintain shared systems for document management, partner data, and project coordination.
- Assist in the preparation of grant reports, including compiling activity data, outcome metrics, and partner-level evidence.
- Support HEMAC's day-to-day organizational infrastructure, including contributing to administrative processes, vendor relationships, and operational systems.
- Contribute to emerging priorities, special projects, and field-building activities as HEMAC grows its network and deepens its impact.

Candidate profile

The ideal candidate will bring experience working at the intersection of higher education, student success, and network or association-based programming. We value mission alignment and relationship-building skills as highly as technical expertise. We are looking for a versatile, self-directed professional who can wear many hats and thrive in a lean, high-impact organization. The ideal candidate brings:

Must haves

- 3–5 years of experience in higher education, student affairs, program management, or a related field.
- Demonstrated ability to manage multiple concurrent projects with strong attention to detail and follow-through.
- Strong written communication skills, including experience producing practitioner-facing communications, resources, or educational content.
- Experience coordinating events or convenings, including logistics, speaker management, and participant communications.
- Comfort working in a small-team, fast-paced environment with a high degree of autonomy.
- Commitment to educational equity and genuine interest in the field of male student achievement.

Nice to haves

- Experience working within a national network, membership association, or intermediary organization.
- Experience with CRM platforms, project management tools (e.g., Asana, Notion), or learning management systems.
- Knowledge of research and data on gender-disaggregated outcomes in higher education.

Mindset

- Relationship-oriented and collaborative, with a genuine interest in supporting the success of partner institutions.
- Detail-oriented and operationally strong, with a bias toward organized systems and clear documentation.
- Curious and field-aware, staying current on trends and research in higher education practice and equity.
- Comfortable with ambiguity and iterative work in a growing, entrepreneurial organization.

Position Details

Location: Remote, with regular travel (expected travel 10-15%)

Position type: Full-time, exempt

Expected Full-Time Salary: \$90,000–\$120,000

Benefits:

- Health insurance coverage: AIBM's contribution fully covers the BlueChoice Advantage Gold plan premiums (or equivalent) for you and dependents.
- Vision and dental premiums are fully covered.
- Retirement: Generous employer direct contribution of up to 6%, plus an additional up to 6% match that vests at two years.
- Vacation: 25 days of paid vacation annually.
- Holidays: 11 federally observed holidays and an additional floating holiday.
- Sick Leave: 3 weeks of paid sick leave annually.
- Parental Leave: 12 weeks of fully paid parental leave.
- Other benefits required to be provided under applicable law.

The American Institute for Boys and Men is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit an application [at this link](#).