

**Bishop Noland Episcopal Day School**  
**Lake Charles, LA**  
**Director of Institutional Advancement**

Bishop Noland Episcopal Day School provides academic excellence to a diverse student body in a Christian environment. EDS has a current enrollment of 360+ students ages two years through 8<sup>th</sup> grade.

The Director of Institutional Advancement will lead the school in all Development, Marketing and Capital Campaign efforts and will be fiscally responsible for programs including the Family of Annual Funds and Endowment.

Responsibilities include:

- Cultivating and nurturing relationships with all constituents
- Researching new opportunities to broaden major donor base
- Directs the implementation of all marketing and development efforts
- Implementing the strategic plan
- Works closely with volunteer Development Chair
- Acts as liaison for the Board of Trustees and other school committees

Candidates should have a minimum of five years supervisory experience. A BA/BS is required in marketing, public relations and/or business management – MBA and/or equivalent experience, preferred.

To gain a greater knowledge about our school, candidates should visit our website at [www.episcopaldayschool.org](http://www.episcopaldayschool.org). To apply submit a cover letter, resume and three-five references to [eds@episcopaldayschool.org](mailto:eds@episcopaldayschool.org) or fax to 337-436-1248.