



Assistant Director of External Affairs

Type: Full-Time Staff (12-month; reports to the Assistant Head of School)

Hiring Date: June 1, 2025 - July 1, 2025

School Overview: Evansville Day School (EDS) is a student-centered, college preparatory institution offering a challenging curriculum for students from Junior Pre-Kindergarten through Grade 12. Founded in 1946, EDS is the only independent school in the Southwest Indiana region. It serves a diverse community of approximately 280 students on a 40-acre campus, with a 100% four-year college placement rate.

Position Overview: The Assistant Director of External Affairs is a vital member of the External Affairs team, reporting to the Assistant Head of School. This role focuses on strengthening alumni and family engagement, overseeing key events, assisting with school communications, and supporting the school's development initiatives. The Assistant Director will also lead corporate sponsorship cultivation, may collaborate with the Board of Trustees Fundraising Committee, and may assist with major donor cultivation and stewardship. The Assistant Director is responsible for the solicitation of billboard ads and the day-to-day functioning of the billboard.

Key Responsibilities:

Event Planning & Execution:

- Oversee the planning, execution, and evaluation of key events, including but not limited to:
 - Gala
 - Alumni Reunion
 - Senior Night and Alumni Induction
 - Blue and Gold Society
 - Founders Luncheon and events
 - Friends of Evansville Day School PTO events
 - Back to School events
 - Commencement
 - Other events as assigned
- Ensure events align with the school's mission and advancement goals.

Alumni Relations:

- Cultivate alumni engagement through meaningful communications, events, and initiatives.
- Maintain alumni social media and other materials to share stories, achievements, and opportunities for involvement.



Fundraising & Development Support:

- Lead the cultivation and solicitation of corporate sponsorships and donations.
- Assist with the management and execution of half-pot fundraisers.
- Assist with major donor solicitation efforts as requested, including donor stewardship activities.
- Assist with Fund for Excellence solicitation efforts as requested.
- Collaborate with the Board Fundraising Committee as requested.
- Contribute to the creation and distribution of the school's impact report and other development materials.

Collaboration & Administration:

- Assist with the maintenance of accurate records in the school's database for alumni, donors, and other constituents.
- Prepare reports to track engagement metrics and provide insights that guide strategic planning.
- Support the Friends of Evansville Day School PTO in strengthening family engagement.
- Work within the External Affairs department's budgets.
- Lead the school's efforts to promote and sell billboard advertisements.

Qualifications:

- Bachelor's degree or higher (four-year degree required).
- Experience in event planning, communications, marketing, or development.
- Strong organizational and interpersonal skills.
- Ability to work independently and collaboratively.
- Strong written and verbal communication skills.
- Proficiency in social media management and digital marketing tools.
- Proficiency in Microsoft Office, G-Suite, Canva, and Adobe Suite.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Passion for education and the mission of Evansville Day School.
- Ability to work evenings and weekends to support events and activities.

Background Check: All employees and volunteers must agree to a comprehensive background check.

To Apply: Please submit a résumé, cover letter, and three references to Holly Ziemer, Assistant Head of School, at hziemer@evansvilledayschool.org.