

L A K E H I L L

P R E P A R A T O R Y S C H O O L

Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion. Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.

Lakehill Preparatory School
2720 Hillside Drive
Dallas, Texas

Position Title: Advancement Associate

Lakehill Preparatory School seeks a full-time Advancement Associate to begin as soon as available for the 2026-2027 school year. The Advancement Associate supports the school's marketing, communications, admissions, and community engagement efforts. This position works collaboratively with the Marketing and Community Relations and Admissions teams to promote the school's mission, strengthen relationships with prospective and current families, and support enrollment goals.

The ideal candidate is organized, creative, dependable, detail-oriented, and eager to learn. This position is well suited for someone interested in marketing, communications, admissions, education, nonprofit advancement, or community engagement.

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Advancement Team Support:

- Collaborate with Marketing, Admissions, and the Annual Fund to support shared Advancement goals.
- Assist with planning and coordinating Advancement events and initiatives.
- Help maintain the Advancement calendar and ensure that key dates, deadlines, and communications are coordinated.
- Participate in Advancement Team meetings and contribute to collaborative projects.
- Provide general administrative support, including scheduling, correspondence, filing, data entry, and preparation of reports.
- Represent the school in a warm, professional, and mission-aligned manner.
- Perform other duties as assigned.

Admission and Enrollment Support

- Manage admission and enrollment data within Lakehill's Student Information System, including prospective student and applicant information, admission activities and other enrollment-related data, ensuring accurate and timely data entry, routine data hygiene, identification and correction of errors and complete and consistent records.
- Monitor and manage the Admission Office's general email account, responding to routine inquiries and routing correspondence to the appropriate individuals for follow-up.
- Assist the Director of Admission and Enrollment Management with the planning, organization and execution of admission and enrollment events, including campus previews, school visits,

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school fairs, applicant testing and observations, parent meetings and other recruitment activities. Attend admission events and applicant testing days, including those that may occur outside regular school hours.

- Support the management of the Student and Parent Ambassador Programs, including coordinating ambassador participation and scheduling applicant shadow visits.
- Provide administrative and logistical support throughout the admission and enrollment process, including scheduling, preparing materials, maintaining records and assisting with family communications.

Marketing & Community Relations Support

- Manage Lakehill's day-to-day social media presence across Instagram, Facebook, and X, including developing, scheduling, publishing, and monitoring content in alignment with the school's brand and communications strategy.
- Be an active presence across campus, proactively identifying and capturing compelling moments that showcase student learning, faculty and staff, campus life, traditions, accomplishments, and the Lakehill community through photography, video, and written content.
- Partner with the Director of Marketing and Community Relations to develop and repurpose content across the website, social media, *The Lakehill Bulletin*, and other school communications.
- Maintain an organized library of photos, videos, and marketing assets; support website updates and other communications projects; and ensure content follows Lakehill's brand standards and voice.

To apply for this position, please email a resume, cover letter, and three professional references to:

Jacqui Nickell, Director of Advancement
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Dallas, Texas 75214
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