



The School for Ethics and Global Leadership

POSITION DESCRIPTION: DIRECTOR OF DEVELOPMENT

About the Position

This position represents an extraordinary opportunity to help shape a school that is changing the world. The Director of Development partners with and reports directly to the School's Founder and Head, and has primary responsibility for all fundraising, graduate engagement, and events.

About The School for Ethics and Global Leadership

Located in Washington, DC, The School for Ethics and Global Leadership (SEGL) is a semester-long residential program for a diverse group of 24 intellectually motivated high school juniors from across the United States. The program selects students who have shown outstanding character, promise for leadership, and scholastic ability and provides them with a unique curriculum that emphasizes ethical thinking, leadership development, and international affairs. In the Spring of 2020, SEGL will open a second site on the campus of the African Leadership Academy in Johannesburg, South Africa. More information is available at www.schoolforethics.org.

Mission Statement

To provide intellectually motivated high school juniors who represent the diversity of the United States with the best possible opportunity to shape themselves into ethical leaders who create positive change in our world.

Responsibilities

In partnership with the Head of School and Board of Trustees:

- Developing and executing SEGL's ~\$600,000/year Annual Fund strategy (this includes strategic planning, grant writing, fundraising visits, and managing the Head's fundraising schedule)
- Securing approximately \$1 million toward capital improvements to the SEGL residence
- Engaging current/recent families of SEGL students; reengaging graduates and graduate families
- Engaging current/recent institutional donors; identifying and partnering with new institutional donors
- In partnership with the Associate Head of School for External Affairs, coordinating SEGL's 10th Anniversary Celebration (October, 2019) and Family Weekend (March, 2020). This includes securing space(s) and guest speakers, soliciting sponsors, and promotion
- Facilitating smaller annual regional events in New York, North Carolina, Texas, and elsewhere
- Building the School's base of annual individual donors
- Developing and tracking proposals and reports for all foundation and corporate benefactors
- Additional administrative/residential responsibilities, as determined during the hiring process, to improve understanding of the School and its students

Qualifications

- Bachelor's degree required.
- Three-plus years of experience in development, communications, or a related field.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Excellent writing skills; writing sample required.
- Fully dedicated to accomplishing SEGL's mission.
- Able to work in fast-paced, start up environment.

► **CHANGE YOURSELF. CHANGE THE WORLD.**

- An independent, outside-the-box thinker.
- Flexible and collaborative in a variety of circumstances.
- Willing to accomplish both advanced and menial tasks with a positive attitude.
- Excited to work as part of a passionate, collegial, mission-driven team that celebrates diversity

Compensation

Competitive and commensurate with experience. Full health benefits included.

TO APPLY

Email a résumé, three references (letters of recommendation not required) with full contact information and their relationship to you, and a letter (see below for guidelines) to both:

Christian Starling, Academic Dean: christian.starling@schoolforethics.org

Michael Michelson, Dean of Faculty: michael.michelson@schoolforethics.org

Please answer the following questions in your letter, which should be no longer than two single-spaced pages:

1. Given the position description, what specific strengths would you bring to the SEGL team?
2. What do you hope to gain from this experience? How will it help you fulfill future goals?
3. Given your understanding of SEGL, what new ideas and initiatives would help SEGL succeed?

SEGL will begin reviewing applications immediately. Position will begin in Summer 2019. Please direct any questions to christian.starling@schoolforethics.org.

The School for Ethics and Global Leadership admits students of any race, color, national origin, ethnic origin, creed, and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnic origin, creed, or sexual orientation in administration or its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.