



THE SCHOOL FOR ETHICS AND GLOBAL LEADERSHIP

POSITION DESCRIPTION: DIRECTOR OF DEVELOPMENT

About the position

This full-time position represents an extraordinary opportunity to help shape a school that is changing the world. The Director of Development works alongside (and reports directly to) the Head of School in order to achieve the School's fundraising goals.

About The School for Ethics and Global Leadership

Headquartered in Washington, DC, with additional campuses in Johannesburg, South Africa and London, United Kingdom, The School for Ethics and Global Leadership (SEGL) is a semester-long residential program for a diverse group of intellectually motivated high school juniors from across the United States. Each campus serves approximately 24 students each term. 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. 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

- **Fundraising:**
 - Developing and executing a strategy to reach the School's SEGL's Annual Fund target (currently ~\$900,000/year)
 - Engaging/reengaging current/recent institutional donors; identifying and partnering with new individual and institutional donors
 - Developing and tracking proposals and reports for all foundation and corporate fundraising
 - Managing and maintaining SEGL's Development CRM database (Blackbaud/Raiser's Edge)
 - Creating/managing the Head of School's fundraising visit schedule
- **Communications:** Creating all communications related to development (fundraising appeals, website development, newsletters, etc.)
- **Board Relations:** Supporting and working closely with the SEGL Board Chair and the Board's Development Committee
- **Event Planning:** Organizing SEGL's Family & Homecoming & Family Weekend event in the fall, Family Day in the spring, regional annual events (North Carolina, New York, and elsewhere), and smaller school events (networking night, opening weekend, and graduation); this includes outreach to guest speakers, sponsors, and prospective attendees.
- **Graduate Relations:** Engaging current/recent families of SEGL students; reengaging graduates and graduate families; working with SEGL's graduate ambassadors



THE SCHOOL FOR ETHICS AND GLOBAL LEADERSHIP

Additional responsibilities may include (to be determined during the hiring process):

- 2-3 student advisees each semester
- Regular evening and weekend dormitory supervision

Qualifications

- Full dedication to SEGL's mission and values
- Bachelors degree required
- Three years of experience in development, communications, or a related field
- Outstanding communication skills (in particular, writing and editing; writing sample required)
- Familiarity with CRM databases
- Ability to travel several times each semester
- Enthusiasm for working as part of a passionate, collegial, mission-driven team that celebrates diversity

Compensation

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:

Elizabeth (Lizzy) Kildahl, Dean of Faculty:
elizabeth.kildahl@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 no later than July 2022. Please direct any questions about the hiring process to:

elizabeth.kildahl@schoolforethics.org

The School for Ethics and Global Leadership admits students of any race, color, national origin, ethnic origin, religion, creed, gender identity, gender expression, 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, religion, creed, gender identity, gender expression, or sexual orientation in administration or its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.