



THE SCHOOL FOR ETHICS AND GLOBAL LEADERSHIP

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**POSITION: Director of Development**

**LOCATION: Washington, DC**

**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**

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. SEGL has campuses in Johannesburg, South Africa; London, United Kingdom; and Washington, DC., and 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](http://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 Annual Fund target (currently ~\$900,000/year)
  - Engaging/reengaging donors; identifying and partnering with new 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 of Trustees.
- **Event Planning:** Organizing SEGL's Family & Homecoming Weekend event in the fall, Family Day event in the spring, regional annual events (North Carolina, New York, and elsewhere), and smaller school events.
- **Graduate Relations:** Engaging current/recent families of SEGL students; reengaging graduates and graduate families; working with SEGL's graduate ambassadors

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

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

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1528 18th St. NW Washington, D.C. 20036

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**Qualifications:**

- Bachelors degree required
- Three years of experience in development, communications, or a related field
- Outstanding communication skills (in particular, writing and editing)
- Familiarity with CRM databases
- Ability to travel several times each year
- Flexible and collaborative in a variety of circumstances, and able to work in a fast-paced, start up environment
- Enthusiasm for working as part of a passionate, collegial, mission-driven team that celebrates diversity

**Compensation**

Commensurate with experience. Also included:

- Medical insurance (including PPO & HMO options) and dental insurance
- 403(b) retirement plan with School matching contribution
- Professional development support and benefits
- Generous sick, personal, and paid family leave programs
- Free lunch

**To Apply**

Email a résumé and a cover letter (see below for guidelines) to Caila Driscoll (Dean of Faculty) at [caila.driscoll@schoolforethics.org](mailto:caila.driscoll@schoolforethics.org).

Your cover letter, which should be no longer than two single-spaced pages, should answer the following questions:

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?

SEGL will begin reviewing applications immediately. Position will begin no later than July 2023. Please direct any questions about the hiring process to Caila Driscoll at [caila.driscoll@schoolforethics.org](mailto:caila.driscoll@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.*

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