



THE SCHOOL FOR ETHICS AND GLOBAL LEADERSHIP

POSITION: Director of Advancement

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 Advancement works alongside (and reports directly to) the Head of School in order to achieve the School's fundraising and communications 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.

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

Reporting to and working closely with the Head of School, the Director of Advancement will provide vision, leadership, and strategic direction for all aspects of the School's fundraising program. As a member of the senior leadership team, the Director of Advancement will help develop priorities and strategies for the School, while maintaining comprehensive management of the advancement functions and the School's larger philanthropic goals. The Director will be an enthusiastic and strong communicator, representing the institution to major donors and graduates. The ideal candidate will be passionate about student success, families, and educational impact.

Fundraising:

- Cultivate relationships with key stakeholders across the school, parent, and graduate communities.
- Identify and solicit all levels of gifts to achieve \$1,200,000/year for the Annual Fund and special initiatives.
- Research and write compelling grant proposals to secure funding from foundations, corporations, and government agencies.
- Conduct thorough research to identify potential major donors and build a robust prospect pipeline.
- Manage all strategies and activities for donor cultivation, solicitation, and accountability.
- Provide research, background information, appropriate materials, and recommended strategies for dealing with specific constituents and donors to the Head of School.
- Work closely with the school's Board of Trustees to inform them on fundraising progress, secure their support for development initiatives, and engage them in donor cultivation.

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- Serve on the senior leadership team that oversees all day-to-day operations and sets strategic goals and planning for the School, ensuring the School's current and future financial needs are met or exceeded.
- Partner with the Head of School on fundraising visits with major donors and prospects.

Stewardship and Reporting

- Establish a comprehensive stewardship program to maintain meaningful connections with donors and provide regular updates on the impact of their contributions.
- Ensure timely generation of donation acknowledgements and recognition, accounting, and data management..
- Plan and execute fundraising events, including graduate reunions and donor appreciation gatherings.
- Initiate and maintain contact with foundations and corporations to achieve growth in grant support.
- Develop and track grant proposals and reports.
- Provide comprehensive data and statistical reporting to the Head of School and Board in order to set annual fundraising strategy, goals, and agenda.
- Manage and maintain SEGL's Development CRM (Blackbaud/Raiser's Edge)

Student and Graduate Relations

- Identify and implement short and long-range goals, policies, and operating procedures for management of the School's graduate pool.
- Develop and manage an annual plan for graduate relations.
- Maintain an accurate and complete database of graduates and friends of SEGL, building strong reporting capabilities to track ROI on graduate/friends of SEGL programming, and to enable successful fundraising research, prospecting, and donation tracking.
- Engage current and recent families of SEGL students, and re-engage graduates and graduate families.
- Serve as an advisor to 2-3 students each semester.

Communications

- Work with the Head of School to coordinate institutional external messaging designed to elevate SEGL's visibility.
- Plan and direct a comprehensive, coordinated, and high-quality communications plan to express the mission and value of SEGL to various audiences.

Qualifications:

- Bachelors degree required
- Four years of experience in development, with experience in major gifts and a proven track record of success in fundraising.
- Excellent communication, interpersonal, and relationship-building skills.
- 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

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- Enthusiasm for working as part of a passionate, collegial, mission-driven team that celebrates diversity
- Strong understanding of donor motivations and cultivation strategies.
- Proficiency in donor management software and data analysis.
- Experience in event planning and execution.

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 (COO & Dean of Faculty) at 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?
3. How will it help you fulfill future goals?

SEGL will begin reviewing applications immediately. Position will begin no later than July 2025. Please direct any questions about the hiring process to Caila Driscoll at 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.