

The School for Ethics and Global Leadership

PO Box 11633 Washington, DC 20008

info@schoolforethics.org

POSITION DESCRIPTION

SEGL DEVELOPMENT MANAGER

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 32 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**. More information is available at www.schoolforethics.org.

The Development Manager will play a critical role in the school's development. **The school will open for the fall, 2009 semester.**

Mission Statement

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

About the Position

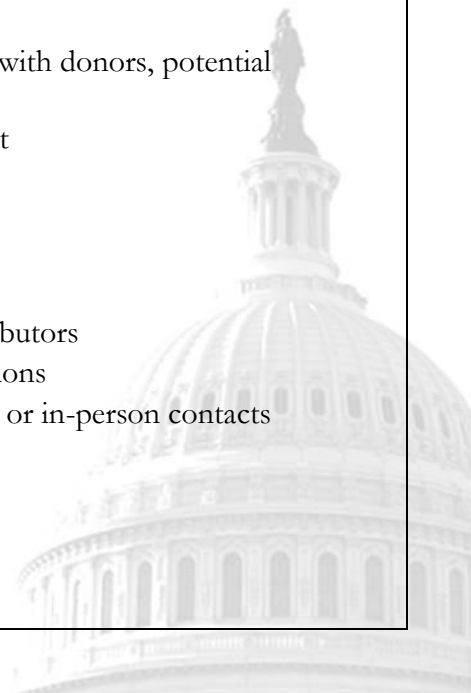
This position represents an extraordinary opportunity for a rising star in the development profession to help start a school that will change the world. SEGL has already raised well over half a million dollars toward its start-up goal, and plans to raise an additional \$200,000—its remaining start-up requirement—in the next five months. In addition, the school plans to lay the groundwork for a \$150,000-\$200,000 Annual Fund starting in August, 2009. Responsibilities for the SEGL Development Manager will include:

Communications

- Work with the Communications Coordinator to maintain successful relationships with donors, potential donors, in-kind contributors, Trustees, and staff
- Understand SEGL's financial picture to ensure the school's financial needs are met

Development

- Oversee the successful completion of SEGL's start-up campaign
- Oversee all grant requests
- Identify, cultivate, build, and solidify relationships with new and established contributors
- Develop strategies to encourage new gifts, as well as to increase existing contributions
- Solicit gifts from major prospects and maintain relationships through mail, phone, or in-person contacts
- Work with SEGL Board of Trustees Development Task force





Events

- Produce and manage donor and prospect events.
- Obtain in-kind donations as needed to support events.
- Coordinate with other stakeholders to ensure each event is successful

The Development Director will receive mentoring from SEGL's volunteer development team, which includes a variety of successful development professionals in the DC area.

Qualifications

Applicants with at least a Bachelor's degree are preferred. In addition, a successful applicant will be:

- Fully dedicated to accomplishing SEGL's mission
- Able to show proven experience soliciting, cultivating, and closing important gifts
- An excellent writer
- A strong public speaker
- An independent, outside-the-box thinker
- Familiar with financial reports, database software, and budgeting
- Knowledgeable about the DC funding/non-profit community
- Fearless, resilient, organized, flexible, and collaborative
- Excited to work as part of a passionate, collegial mission-driven team that celebrates diversity

Salary

\$28,000-\$32,000 (commensurate with experience) plus incentives.

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:

Charlotte Koeniger
SEGL Communications Coordinator
charlotte.koeniger@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 you suggest that would help SEGL succeed?

SEGL will begin reviewing applications in immediately. Positions will begin as soon as late December, 2008. Please send any questions to charlotte.koeniger@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.

