



### ***Mission Statement***

*The National Coalition of Girls' Schools is a leading advocate for girls' education with a distinct commitment to the transformative power of all-girls schools. The Coalition acts at the forefront of educational thought, collaborating and connecting globally with individuals, schools, and organizations dedicated to empowering girls to be influential contributors to the world.*

### **DIRECTOR OF STRATEGIC INITIATIVES & PROFESSIONAL DEVELOPMENT**

The National Coalition of Girls' Schools (NCGS) seeks to fill its vacancy for the Director of Strategic Initiatives & Professional Development, effective on/before July 1, 2014. The Director of Strategic Initiatives & Professional Development will take the lead role in implementing all of the Coalition's professional development programs, including conferences, symposia, webinars, and events to enrich the knowledge and skills of the faculty and staff within the NCGS community. Additionally, this position is responsible for identifying, cultivating, and implementing strategic partnerships that will benefit NCGS member schools. The Director of Strategic Initiatives & Professional Development reports directly to the Executive Director and works closely with the two other NCGS team members. Each member of the NCGS team works remotely from home-based offices in California and Virginia and interfaces daily with one another and NCGS members using mobile office technology.

### **NCGS**

Since its inception in 1991, the National Coalition of Girls' Schools, supported by an annual operating budget of \$600,000, has built a strong foundation in the support of girls' education. Its membership – totaling nearly 200 private, public, and international schools – has nearly quadrupled in recent years; its membership services have expanded; and a national and international visibility has been achieved. NCGS also enjoys a partnership with affiliate girls' school organizations in Asia, Australia, Canada, India, New Zealand, South Africa, and the United Kingdom.

A full-time team of four pursues the NCGS mission with the oversight of a Board of 17 representatives from member schools, selected for their experience, variety of perspectives, and commitment to girls' schools, guiding the mission and supporting the NCGS leadership.

Informed by a new vision statement and strategic plan, NCGS is nearing its 25<sup>th</sup> anniversary. In the past few years, NCGS launched its next chapter with a new logo and website, hired an energetic and visionary executive director, held an

unprecedented number of outreach events to connect with member schools in the U.S. and abroad, and hosted a record number of registrants at its Annual Conference. Membership is at an all-time high and the number of educators engaging with the Coalition via its social media, e-newsletter, and website has expanded exponentially. The second National Conference on Girls' Education, a groundbreaking initiative bringing together girls' private and public schools under the joint sponsorship of NGCS and the Young Women's Leadership Network, will be in Philadelphia, Pennsylvania on February 7-9, 2014, and two significant research studies are under way (Penn, UMass), both in partnership with NCGS, which will yield further insights into how girls can be best served with their cognitive and character development.

## **RESPONSIBILITIES**

The primary responsibilities of the Director of Strategic Initiatives & Professional Development are as follows:

1. Conceive, plan content, and implement professional development programs (symposia, conferences, events, webinar series, etc.) to:
  - create a multi-year, regional and national model for the delivery of NCGS' professional development programming;
  - oversee budgets dedicated to programs that will generate revenue to support the long-term financial viability of NCGS;
  - develop and implement a sponsorship plan that will introduce programs/services of interest to the NCGS community and provide financial support to the Coalition;
  - provide networking opportunities for NCGS members' senior administrators and faculty;
  - increase member engagement;
  - offer value to NCGS membership;
  - encourage prospective members to engage with NCGS;
  - raise the visibility of NCGS as the thought leader in girls' education;
  - leverage relationships with key program contacts (speakers, panelists, etc.) to generate opportunities for strategic partnerships.
2. Take the central role in identifying, cultivating, maintaining, and expanding strategic initiatives and partnerships in order to:
  - raise the visibility of NCGS as the thought leader in girls' education;
  - offer new opportunities to NCGS membership to increase member services, programs, certificates, and engagement;
  - increase revenue generation opportunities to support the long-term financial viability of NCGS;
  - secure sponsorship funding among strategic partners and other entities to financially support NCGS conferences, seminars, and programs.

3. Coordinate logistics and team efforts for NCGS programs and assess and evaluate programs to:
  - ensure quality professional development opportunities;
  - build the reputation of NCGS as a provider of valuable and well-orchestrated programs;
  - identify opportunities for improvement in future programs that will provide maximum value to NCGS members and raise the visibility and reputation of NCGS as the thought leader in girls' education;
  - determine best allocation of financial resources for future NCGS programs.

### **DESIRED SKILLS AND QUALITIES**

- Knowledge of girls' education, including challenges, research, and teacher best practices;
- Passion for supporting faculty and staff at girls' schools through innovative programming;
- Superb communications skills through writing, public speaking, well-honed listening, and technology;
- Enthusiasm for working with membership-based organizations, managing the needs and expectations of current members;
- Interest in collaborating and partnering with girl-serving organizations for mutual benefit and support of member schools;
- Ability to prioritize and manage multiple program initiatives, and to attract the required resources to deliver programs effectively and ensure sustainability;
- Comfort with working virtually from a remote location and enthusiasm for connecting via mobile office technology with NCGS team members in multiple locations;
- Disciplined work habits with the ability to self-motivate;
- Advanced degree preferable.

### **APPLICATION**

Candidates should submit\* electronically:

- A cover letter expressing interest
- A current resume
- The names, email addresses, and phone numbers of four references

Process and Timeline:

- Application deadline: January 20, 2014
- Interviews: January – February 2014
- National Conference on Girls' Education: February 7-9, 2014
- Appointment: March 2014
- Starting date: on/before July 1, 2014

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Interested individuals are invited to visit the NCGS website at [www.ncgs.org](http://www.ncgs.org)