

National Coalition of Girls' Schools



Purpose: *The National Coalition of Girls' Schools (NCGS) is the leading advocate for girls' schools, connecting and collaborating globally with individuals, schools, and organizations dedicated to educating and empowering girls.*

Principles: *NCGS engages the power of many voices to strengthen our schools, communities and world; challenges individuals to imagine and explore new possibilities; inspires the next generation to lead with courage, competence, and empathy; prepares girls for lives of commitment, confidence, contribution, and fulfillment.*

Practice: *Advocacy, Research, Networking, and Professional Development programs*

MANAGER OF MEMBERSHIP & OUTREACH

The National Coalition of Girls' Schools (NCGS) seeks to fill a vacancy for the Manager of Membership & Outreach, effective on/before July 1, 2019. The Manager is responsible for all aspects of recruitment and retention of NCGS member schools as well as outreach programs to advocate, promote, and celebrate the all-girls school experience. The Manager reports directly to the Executive Director and works closely with the other four members of the NCGS team. Each member of the NCGS team works remotely from home-based or satellite offices in Illinois, Georgia, Connecticut, and Virginia and interfaces daily with one another and NCGS member schools using mobile office technology. Travel to outreach programs, team retreats, conferences, workshops, and member school visits is required, totaling approximately 25-28 days each fiscal year.

ABOUT NCGS

Since its inception in 1991, NCGS, supported by an annual operating budget of \$1.4M, has built an increasingly strong foundation in the support of girls' education. Its membership—totaling 250 national and international PK-12 independent, public, charter, and religiously-affiliated schools—has grown significantly in the past decade; its membership services have expanded; and an international visibility has been achieved through partnerships with affiliate organizations in Australia, South Africa, Europe, and the United Kingdom.

A full-time team of six pursues the NCGS mission with Board oversight of 20 trustees 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 new purpose, principles, and practice statements, NCGS celebrated its 25th anniversary in 2016. In the past few years, NCGS has held an unprecedented number of

outreach events to connect with member schools in the U.S. and abroad, and hosted record numbers of registrants at its annual conferences. Membership is at an all-time high and the number of educators engaging with NCGS via its social media, newsletter, and website has expanded exponentially. A dynamic new website was unveiled in April 2018, providing better services to member schools. The first-ever Global Forum on Girls' Education, a groundbreaking initiative hosted in partnership with international educational organizations, brought together nearly 1,000 educators, researchers, and advocates from 23 countries in February 2016 in New York City. The subsequent Global Forum on Girls' Education II was held in June 2018 in Washington, D.C., where new and exciting NCGS research studies in partnership with Cornell University, University of Massachusetts/Amherst, and the Higher Education Research Institute of UCLA were previewed yielding further insights into the unique outcomes of all-girls education and how girls can be best served with their cognitive and character development.

RESPONSIBILITIES

Primary responsibilities include:

1. Manage all aspects related to member services:
 - Develop a comprehensive outreach plan (electronic, video, mail, and travel) to engage and recruit prospective new member schools into membership;
 - Coordinate NCGS team members in their travel plans to in-person recruitment and retention efforts;
 - Foster positive relationships with prospective and current members by acting as main point of contact and responding to inquiries about membership and member benefits, including administering process of new member applications and overseeing annual membership renewals and prospective member outreach;
 - Create and implement targeted outreach plans to all constituents including new heads of school, retired heads of school, former trustees, and current and prospective members;
 - Maintain membership records and online membership directory and create membership reports through association management system (MemberClicks); and,
 - Coordinate post-conference school visits program to give delegates an opportunity to tour and get acquainted with other member schools.

2. Plan, promote, implement, attend, and assess strategic outreach events to advocate, promote and celebrate the all-girls school experience by:
 - a) Developing one or two (1 or 2) NCGS Girls' School NET: Networking & Empowering Together events annually to:
 - Connect member school alumnae with an expansive girls' school network and with their own alma maters;

- Connect member faculty/staff with one another to enhance the strength of their peer professional network at NCGS's annual June conference;
 - Secure sponsorship for financial support of NET programs of \$10,000/year; and,
 - Implement logistics for the success of these NET events, including recruiting and working with participating schools, tracking alumnae guests, coordinating venue logistics, managing event budget, etc.
- b) Coordinating two (2) Girls' School Advantage programs annually to:
- Connect member schools within major metro areas and strengthen their outreach through collaboration;
 - Educate prospective families, feeder schools, and community-based organizations about the unique benefits of all-girls schools;
 - Secure sponsorship for financial support of Girls' School Advantage programs of \$5,000/year; and,
 - Implement logistics for the success of these Girls' School Advantage programs by recruiting and working with participating schools and speakers, promoting guest attendance, tracking event guests, coordinating venue logistics, managing event budget, etc.
- c) Planning three to five (3-5) regional gatherings annually to:
- Provide networking opportunities for faculty/staff leaders from member schools to come together to discuss relevant topics and learn about NCGS's newest programs/services;
 - Plan a multi-year calendar of regional networking events in conjunction with national and international conferences and pre-existing travel to NCGS programs; and
 - Implement logistics for the success of these regional events, including sending invitations, maintaining responses, coordinating venue logistics, creating PowerPoint presentations, managing event budget, etc.
3. Plan, coordinate, and implement NCGS' Headways™ program, an outreach initiative designed to connect NCGS colleagues to one another via video-conferencing technology for the purpose of discussing operational issues relevant to their post.
4. Provide support for NCGS member administration:
- Website: Maintain member school Career Opportunities and events in the NCGS Calendar;
 - NCGS Email Account: Review, respond, and track inquiries/messages from general NCGS email account; and
 - Membership Database: Update contact information and email addresses in Constant Contact and MemberClicks.

5. Attend professional development programs, as requested, to network with member schools, provide on-site assistance with registration and logistics, as well as other duties and program assignments as needed.

DESIRED SKILLS AND QUALITIES

- Passionate about NCGS's purpose and principles;
- Proficient with planning and implementing programs;
- Very strong organizational skills;
- Highly collaborative work style;
- Enthusiasm for working on behalf of a membership-based organization, managing the needs and expectations of current member schools;
- Keen interest in recruiting new member schools;
- Superb communications skills through writing, public speaking, and presentation;
- Disciplined work habits with the ability to self-motivate;
- Values relationship-building and facilitating networking opportunities;
- Experience at an all-girls school and/or interest in PK-12 girls' education;
- Ability to prioritize and manage multiple program initiatives simultaneously, and attract the required resources to deliver programs effectively and ensure sustainability;
- Enjoys seeking sponsorship support for program/event underwriting;
- Comfort with working virtually from a remote location and enthusiasm for connecting via mobile office technology with NCGS team members in multiple locations;
- Creativity and problem-solving skills;
- Technical expertise in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Membership or constituent database experience preferred (NCGS uses MemberClicks); and,
- Ease and interest in videoconferencing, such as Zoom and Skype.

APPLICATION

By Wednesday, May 1, 2019 candidates should submit* electronically:

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

*To: Megan Murphy, Executive Director
National Coalition of Girls' Schools
mmurphy@ncgs.org
Office: 434.205.4496

Interested individuals are invited to visit the NCGS website at www.ncgs.org