



Hutchison Leads Director

Overview: Hutchison Leads is a nationally-recognized leadership development program designed to empower young women to become effective leaders through experiences in public policy development, private sector initiatives, civic responsibility.

Qualifications: Bachelor's degree required; Master's degree or higher preferred; Two or more years educator experience in grades 9-12 preferred.

Role: The Hutchison Leads Director designs and executes leadership development curriculum, guided by the school's leadership philosophy. The Hutchison Leads Director spends significant time working in external relations throughout the Memphis community, developing partnerships with individuals and corporations. Many of these networking opportunities occur in the evenings and on weekends.

The Hutchison Leads Director:

- collaborates with each division to promote Hutchison's leadership philosophy.
- purposefully constructs a leadership curriculum that maximizes engagement with upper school girls, reaching many different types of leaders through a variety of leadership development activities, and recognizing the different needs of various types of leaders.
- works directly with upper school girls in large groups, small groups, and individually to promote girls' leadership growth, encourage self-discovery, facilitate opportunities, and design workshops.
- actively engages and builds relationships in the greater Memphis community through events, workshops, luncheons, programs, meetings, and more, dually representing Hutchison's commitment to the Memphis community and making connections for programming.
- grows relationships with both the Hutchison community (parents, alumnae, and more), as well as the greater Memphis community, actively seeking connections to enrich the Hutchison Leads programming and creating opportunities for internships, speakers, field trips, and more.
- curates a vision for Hutchison as a front-runner in the field of leadership development on both a local and national level, including presenting at conferences, creating external programming for feeder schools and local organizations in partnership with the Center for Excellence, and participating in NAIS networks with other co-curricular directors across the country.
- seeks opportunities for partnership in curriculum, both internally and externally.
- thinks strategically about the leadership curriculum, growing and refining the program.
- works directly with many departments outside upper school, such as Development, Communications, and Enrollment, as well as engaging actively in the upper school community as a contributing administrator, including chaperoning retreats and dances, proctoring study halls, and other duties as assigned.
- Coordinates programs including leadership seminars, internships, fellowships, workshops, Student Council, and more.
- works closely with the directors of Hutchison Invests and Hutchison Serves to build complementary programming.