



The Position

The Global Education Benchmark Group, an international association of globally focused schools, is seeking its first Executive Director to lead its vibrant learning community starting in July 2018. The new Director will lead an association of over 225 of schools that NAIS regards as the number one resource for global education in the nation. The Executive Director will act as the Chief Executive Officer of the GEBG and will be an ex officio member of all committees. The Executive Director reports to the Board of Directors and will have overall strategic and operational responsibility for GEBG's staff, programs, finances, and execution of its mission.

The Global Education Benchmark Group

In 2007, Providence Day School (North Carolina), Charlotte Country Day (North Carolina), Lakeside School (Washington), and Cape Henry Collegiate (Virginia), in partnership with the National Association of Independent Schools, sent a call for institutions interested in global education. Sixteen schools from San Francisco to Miami to Boston responded and formed the core schools for the first Global Education Benchmark Group that gathered at Cape Henry Collegiate in Virginia Beach in May 2008. Today the association has 225 member schools across the USA, Europe, Australia, and the Middle East. Member benefits include a comprehensive wiki with hundreds of shared documents, an annual survey that benchmarks trends in global education, collaborative faculty and student programs, summer symposia, a partnership with International SOS, academic endorsements and evaluations, and a premier annual global educators conference featuring top presentations and speakers on the most innovative global programs.

Mission:

1. To identify specific practices in global education by collecting, analyzing, and sharing data from GEBG members.
2. To promote the development of global citizens in independent schools and beyond through global curriculum, experiences, and institutional support.

Global Education develops the knowledge, skills, and empathic orientation required to understand multiple perspectives and to thrive in increasingly interconnected world systems. A global citizen acts to promote the common good locally, nationally, and internationally.

Position Responsibilities

Leadership and Management

- Ensuring that the organization has a long-range strategy that achieves its mission and strategic plan, and toward which it makes consistent and timely progress.
- Providing leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carrying out plans and policies authorized by the board.
- Promoting active and broad participation of volunteers in all areas of the organization's work.
- Helping maintain official records and documents, and ensuring compliance with federal, state, and local regulations.

- Maintaining a significant knowledge of significant developments and trends in the field.
- Carrying out the day-to-day activities of the organization, including working with members of all committees and working groups.
- Serving as primary liaison to legal counsel in addressing legal issues, e.g., copyright, antitrust, governing instruments, partnerships, licensing, etc.
- Overseeing and undertaking grant writing and work with foundations.

Communications

- Ensuring that the board is kept fully informed on the condition of the organization and all important factors with clarity and transparency.
- Establishing sound working relationships and cooperative arrangements with community groups and organizations.
- Representing the programs and point of view of the GEBG to schools, agencies, organizations, and the general public.
- Positioning the GEBG, as a thought leader in the field, being cognizant of and shaping new developments in the field and creating active partnerships, national conversations, and events related to the field.

Budget and Finance

- Responsible for developing and maintaining sound financial practices.
- Working with the staff, treasurer and board Finance Committee (if created), and other board members in preparing a budget; seeing that the organization operates within budget guidelines.
- Ensuring that adequate funds are available to permit the organization to carry out its work.
- With the secretary of the board of directors, conducting official correspondence of the organization, and executing legal documents jointly with designated officers.

Staffing

- Recruiting, hiring, supervising, evaluating, and releasing personnel as needed, including both paid staff and volunteers.

Fundraising & Communications:

- Expanding revenue generation and fundraising activities to support existing program operations and expansion.
- Deepening and refining all aspects of communications—from web presence to external relations—with the goal of creating a stronger more authentic brand.
- Responsible for the oversight of all communication with members and the general public.
- Using external presence and relationships to garner new opportunities.

Unique Opportunities

- Generating continued national and international expansion with intention and clarity.
- Working with the Board of Directors to begin shaping the next strategic plan.
- Beginning to identify and build partnerships in new markets domestically and abroad.
- Solidifying GEBG as a pre-K-12 global education thought leader.
- Establishing relationships with donors, philanthropic organizations, foundations, and community leaders.
- Working from one's home-office when not travelling on behalf of the organization

Qualifications and Qualities of the Next Executive Director

This is an extraordinary opportunity for an individual who is passionate and committed to the GEBG's mission and who has a track record of leadership, experience and commitment to furthering global education.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant leadership accomplishments in the field of global education, preferably with focus on one or more of the following areas: global curriculum and global competencies, experiential education, or risk management.
- Preferred advanced degree, with at least 10 years of teaching and administration experience in schools.
- Track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization or school to the next stage of growth.
- Past success working with a Board of Directors; the ability to cultivate existing board member relationships and build bridges between constituencies.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- A commitment to understanding and serving the needs of GEBG's members.
- Extensive experience presenting at regional and national conferences.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Personal qualities of integrity, credibility, and embodying the traits of a global citizen with humor and a love of the work.
- Ability to work from home and the flexibility to travel to relevant board meetings and conferences where GEBG leadership is needed.

Compensation will be competitive and include a healthy benefits package.

The GEBG employs qualified persons without regard to race, color, religion, gender, national or ethnic origin, disability, genetic history, age, or marital status.

To Apply

Interested and qualified candidates should submit electronically, in one email and as separate documents (preferably PDFs) the following materials (all inquiries are confidential):

- Cover letter articulating your fit with the specific values and needs of the GEBG
- Current résumé
- Personal statement
- List of five references with names, phone numbers, and email addresses of each (references will not be contacted without prior approval).

Deadline: December 15, 2017

Please send requested materials to jobs@gebg.org

