



INSTITUTE FOR RESPONSIBLE CITIZENSHIP DIRECTOR

Purpose: The Director of the Institute for Responsible Citizenship leads a dynamic team and co-curricular program that empowers our upper school students to grow as critical thinkers, ethical leaders, and responsible global citizens. Through mentorship, immersive global experiences, seminars, and career exploration, girls deepen their understanding of themselves, their communities, and the broader world.

Essential Functions:

- Develop and articulate a compelling, long-term vision and strategy for the Institute.
- Collaborate with the Leadership Team to ensure that the vision and direction for the Institute align with the school's mission and strategic priorities.
- Lead and support the dedicated team responsible for the Institute's leadership, service, financial literacy, and civil discourse programs.
- Work closely with the academic dean, upper school head, and college counseling director to refine the Institute's offerings, ensuring they remain relevant, impactful and integrated with academic programs.
- Oversee global travel, student-elected leadership, and cohort-based programs that provide intentional pathways for students to explore interests, while cultivating curiosity, courage, service, and self-reliance.
- Build enduring relationships with alumnae, parents, and other community leaders who can expose students to diverse career paths and opportunities.
- Act as an ambassador for the Institute, partnering with Communications, Development, and Admissions to highlight its impact to current and prospective families and the donors whose philanthropic investments have made it possible.
- Manage budgets, partnerships, and logistical aspects of Institute's initiatives to ensure success and sustainability.
- Establish metrics to evaluate program outcomes, adapting offerings based on feedback and data.
- Support the school's mission by performing other duties as assigned.

Qualifications:

- Advanced degree in education, leadership, organizational development, or related field preferred.
- Proven ability to design and implement long-term strategies, align resources, and deliver impactful programs.
- Experience supervising and coaching high-performing teams.
- Familiarity with experiential learning, student leadership development, service-learning, and global education.
- Demonstrated commitment to collaborating with diverse internal and external stakeholders.
- Comfort and success working with teenagers, ideally within an educational setting.
- Excellent interpersonal and communication skills, with the ability to build relationships and credibility with students, faculty, parents, and external partners.
- Strong organizational and project management skills, with attention to both strategy and operational details.
- Proficiency in budget management and program evaluation.

Interested and qualified candidates should submit a current resume, completed application, and writing sample electronically to jobs@hutchisonschool.org by Friday, February 7.

Writing sample prompt: As you envision leading the Institute for Responsible Citizenship, please describe your approach to developing ethical leaders and global citizens. Kindly draw from your experience while focusing on your vision for this particular role.

Salary: \$80,000 to \$85,000 commensurate with experience