

# STEWARDSHIP MANAGER

## INTERNATIONAL COALITION OF GIRLS' SCHOOLS

girlsschools.org

Start Date: June 2025

Location: Remote / Global



**Carney  
Sandoe**  
& ASSOCIATES

CARNEYSANDOE.COM

# Vision

United in elevating women’s leadership worldwide by educating and empowering students to be ethical, globally minded changemakers.

# Purpose

The ICGS Coalition is the leading advocate for girls’ schools, connecting and collaborating globally with individuals, schools, and mission-aligned entities dedicated to educating and empowering girls.

## At a Glance



Established  
**1991**



Member schools  
**550**



Countries represented  
**26**



Number of ICGS employees  
**9.5**



Professional development programs offered (2023-24)  
**150**



Participants in ICGS professional development programs (2023-24)  
**2,000**



Annual operating budget  
**\$2.7M**



## Organization Overview

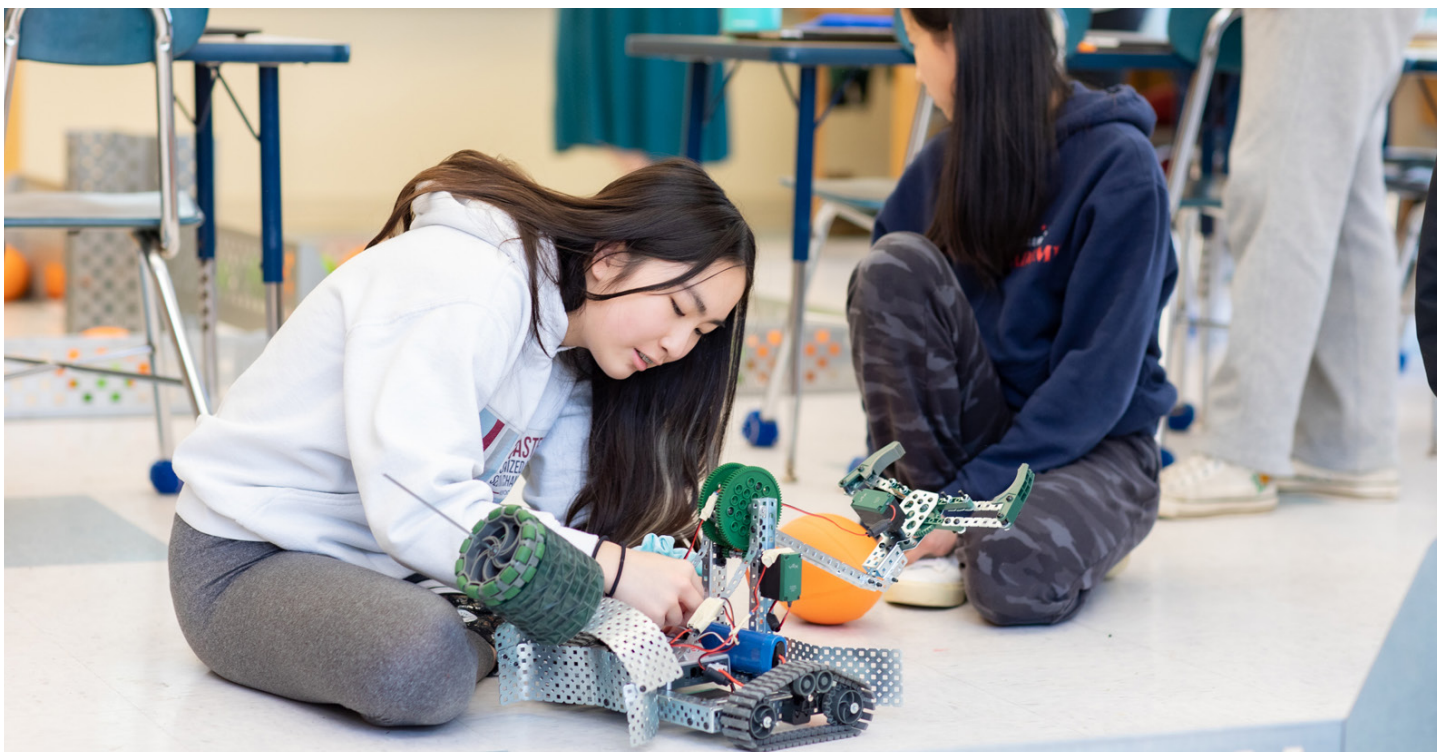
The [International Coalition of Girls' Schools \(ICGS\)](#), a nonprofit organization dedicated to the education and empowerment of girls, is powered by one persistent and vital goal: **Advancing girls and women.** Grounded in research and inspired by collaboration, ICGS began in the late 1980s as two longstanding and newly merged organizations dedicated to documenting the transformative impact of single-sex education for girls. Today, with a membership that has tripled in the past decade and a legacy spanning centuries, ICGS champions the voices of girls and women, providing tools to challenge systemic gender discrimination and empowering students to lead with courage, competence, and empathy.

A network of more than 550 primary and secondary girls' schools in 26 countries, ICGS is growing every day. The Coalition is home to public/state/government/tuition-free girls' schools, charter girls' schools, independent day and boarding girls' schools, and religiously affiliated girls' schools, serving more than 350,000 students globally. Just as each student is a unique individual, each Coalition member school has its own distinct institutional identity and characteristics, unified by a commitment to centering girls' voices. The more than 50,000 professional ICGS educators and school leaders who are part of the Coalition are well prepared and motivated to give girls the tools, opportunities, support, and resources they need to step into the fullness of their own potential.

Through advocacy, research, professional development, and global collaboration, ICGS uplifts girls' schools and educators while fostering diversity, equity, and belonging. By hosting international gatherings and sharing innovative resources and practices, the Coalition inspires ethical, globally minded changemakers prepared to navigate a complex world. For those passionate about advancing education and gender equity, ICGS offers an unparalleled opportunity to be part of a bold and impactful mission.

The International Coalition of Girls' Schools (ICGS) seeks a dynamic and results-driven Stewardship Manager to manage strategic partnerships, enhance member engagement through events and programs, and oversee initiatives that strengthen the global ICGS network.

The Stewardship Manager reports to the Director of Strategic Communications and Programming, works in partnership with the Communications and Member Experiences Manager, and collaborates with all members of the ICGS global team, playing a pivotal role in cultivating and maintaining meaningful relationships with Coalition members and strategic partners.



## The Position

The role of Stewardship Manager is a new position and will be refined in close collaboration with the Director of Strategic Communications and Programming. Primary responsibilities are likely to include:

- Working in close partnership with the Director of Strategic Communications and Programming to develop and manage relationships with external organizations to support ICGS programs, initiatives, and collaborations
- Overseeing partnership agreements, ensuring the successful execution of joint initiatives and sponsorship opportunities
- Supporting the programming and execution of events, workshops, and programs that align with the ICGS mission
- Designing networking opportunities for faculty and staff leaders from member schools to explore ICGS's programs and services
- Serving as a key liaison for ICGS member schools, ensuring they maximize benefits from ICGS events, programs, and services
- Managing logistics for member partnership and exchange programs, facilitating meaningful connections and best-practice sharing
- Collaborating with ICGS team members to manage strategic and logistical considerations of regional programs with member schools and visits to member schools by ICGS representatives
- Developing and implementing stewardship plans in partnership with the Director of Strategic Communications and Programming to engage and recognize ICGS Strategic Partners, ensuring they feel connected to the ICGS mission
- Collaborating with the ICGS team to create contact reports, impact reports, and personalized engagement strategies
- Assisting in securing sponsorships and funding for key initiatives, working with leadership to grow philanthropic support



## Qualifications and Personal Attributes

The most competitive candidates are likely to possess most or all of the following qualities:

### Professional Qualifications

- Alignment with ICGS' mission and deep resonance with the compelling attributes of girls' schools
- Multiple years of experience in stewardship, donor relations, partnership management, or member engagement
- Proven experience managing events, programs, and strategic initiatives within an association, nonprofit, or educational setting
- The ability to communicate with clarity and ease, orally and in writing, with diverse audiences
- Excellent organizational skills, attention to detail, and comfort learning and leveraging evolving technologies

### Leadership Style and Personal Qualities

- Strong interpersonal and relationship-building skills with the ability to engage diverse stakeholders
- Ability to work independently and collaboratively in a remote work environment
- Excellent organizational skills, attention to detail, and comfort learning and leveraging evolving technologies
- Openness to new ideas and intellectual "give and take" towards building buy-in and commitment
- The cultural competence necessary to support a diverse community of adults working at a wide range of member schools around the world
- A joyful spirit and sense of fun

# Learn More

Click on the links below to learn more about International Coalition of Girls' Schools.

[Coalition Website](#)

[Why Girls' Schools](#)

[ICGS History](#)

[ICGS Schools](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. The search will move very quickly, and candidates are encouraged to submit the following materials as separate PDF documents as soon as possible:

- A cover letter expressing their interest in this particular position
- A current résumé

Selected candidates may be asked to provide:

- Writing samples specific to this search
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)

Materials should be sent to:

**Marsha Little**  
Senior Consultant  
marsha.little@carneysandoe.com

**Amy Rogers**  
Consultant  
amy.rogers@carneysandoe.com

*The full-time equivalent salary for this position is approximately \$65,000 USD. The starting salary is based upon, but not limited to, several factors which include years of experience, education level, and expertise. ICGS employees work remotely.*