

## Position Announcement: Executive Director of CASEL

The Collaborative for Academic, Social, and Emotional Learning (CASEL) is now accepting applications for our Executive Director position. Please submit your application before May 15, 2008 for fullest consideration.

Information about the position responsibilities and qualifications, application process, and our organization are found below.

### ORGANIZATION OVERVIEW

Based at the University of Illinois at Chicago (UIC), CASEL was founded in 1994 by Daniel Goleman, Eileen Rockefeller Growald, and a voluntary collaborative of committed educators and scholars to establish the field of social and emotional learning (SEL). SEL is the process by which children and adults develop social and emotional competencies, including the skills necessary to recognize and manage one's emotions, form positive relationships, resolve conflicts constructively, make responsible decisions, and function successfully in today's complex society.

We have three organizational goals: **Goal 1:** Advance the science of social and emotional learning; **Goal 2:** Expand integrated, evidence-based SEL practice; and **Goal 3:** Strengthen the field and the impact of social and emotional learning. (See [www.casel.org](http://www.casel.org) for more information about CASEL's strategic plan and activities as well as the field of SEL.)

CASEL staff and collaborators have conducted substantial research to establish the evidence base for SEL, including a major research synthesis documenting SEL's positive impact on students' behavior and school performance. We have expanded SEL practice through a variety of scholarly and popular publications, and related training and technical assistance to educators. We communicate the latest findings about SEL to educators, researchers, policymakers, and the general public through our e-newsletter and briefs. We helped to establish SEL student learning standards in Illinois, and are now working with other states and countries to implement SEL in schools across the United States and internationally. CASEL plans to increase its work with states to establish policies that encourage SEL instruction in schools and to expand evidence-based SEL practice through the provision of increasingly sophisticated field-tested training and technical assistance to educators.

In 2007, CASEL established a nonprofit 501(c)(3) organization to incorporate and further expand its training, technical assistance, policy, communications and field-building activities. CASEL has a very active national Board of Directors, chaired by Dr. Timothy Shriver. Dr. Roger Weissberg (the President of CASEL, a member of the Board, and a Professor of Psychology and Education at UIC) is currently serving as CASEL's Interim Executive Director. We are seeking to hire a senior level Executive Director to operationalize and oversee this newly established not-for-profit organization, and to provide leadership in implementing Goals 2 and 3 of our strategic plan. CASEL has been funded at an annual level of \$2M+ and currently employs six part-time staff and consultants; in 2008, we plan to hire 5 to 10 new staff members, including senior staff in the areas of training and communications.

Dr. Weissberg will continue to provide leadership to a research staff at CASEL at UIC who will engage in SEL research and development activities, while CASEL, the non-profit, will develop, oversee and manage the training and technical assistance process, the publication and dissemination of training products, and communications and resource development activities. CASEL, the non-profit, will collaborate with CASEL at UIC on a variety of initiatives, but will be governed separately by the CASEL Board of Directors.

CASEL is poised to play a crucial role in advancing a unique and vitally important vision of education in the United States and the world – that of educating the heart as well as the minds of children.



## POSITION SUMMARY

The Executive Director will be a senior level, inspirational, and visionary collaborator who will lead CASEL in actualizing its mission through further developing a comprehensive, income-generating **Training and Technical Assistance Unit** to guide districts, states and countries to systematically and broadly implement and sustain evidence-based SEL programming; through further developing **CASEL's marketing and communications vehicles** which encourage and facilitate all 50 states to implement and sustain school-based SEL programming; and through undertaking a **policy initiative with key agency personnel and policymakers in all 50 states** to identify and promulgate state education policies that positively influence SEL implementation. In addition, the Executive Director will work with CASEL's President to establish the cross-field and cross-discipline collaborations necessary to strengthen and grow the field of SEL, clarifying the roles and strategic priorities for working with external partners (individuals, groups, or organizations) to carry out SEL training, policy, communications, and field-building initiatives.

The Executive Director for CASEL will be responsible for operationalizing and overseeing this newly-established 501(c)(3) organization, and will lead the organization's fundraising effort in conjunction with CASEL's Board, President, and key development staff. The Executive Director will be responsible for implementing and further developing CASEL's strategic plan, and will be responsible for hiring, supervising and evaluating staff, either directly or by delegation. The Executive Director will serve as a senior spokesperson for CASEL and will work strategically with CASEL's collaborating partners to advance the science and practice of social and emotional learning.

**REPORTS TO:** President of CASEL and CASEL's Board of Directors

## PRINCIPAL DUTIES AND AREAS OF RESPONSIBILITY

### Leadership

- Help to grow and develop the field of SEL through strategic visioning and work with external groups and individuals to create effective collaborative relationships to implement CASEL's mission.
- Collaborate with the President and the Board to develop, promote, and accomplish CASEL's operational and programmatic vision and mission. Responsible for further developing and implementing CASEL's strategic plan.
- Serve as a spokesperson for CASEL and SEL.

### Organization and Management

- Start up and develop a new nonprofit organization with high-functioning teams and a positive, synergistic culture.
- Oversee monies allocated to CASEL by its Board of Directors, and create the annual budget of \$2M+ in conjunction with CASEL's President and the Board.
- Refine the policies, structures, and procedures that will allow CASEL to employ staff and to develop as a non-profit organization (e.g., further establish financial planning and reporting procedures, personnel policies, performance-appraisal systems, hiring and contracting practices, salary scales).
- Oversee workflow and develop systems to implement an ambitious existing strategic plan, including establishing and (directly or indirectly) overseeing CASEL's Training and Technical Assistance Unit and its Development, Communications, and Finance/Operations Departments, hiring staff for these functions and insuring that the goals of these areas are met.



## Program Development and Implementation

- Lead the organization in expanding evidence-based SEL practice in schools, districts, states, and countries by establishing initiatives in SEL training and technical assistance, policy formation, and communications.
- Ensure that all CASEL programming complies with local, state, and federal laws and regulations and that staff embodies CASEL's core beliefs in all activities.

## Resource Development

- Create a development plan for CASEL, oversee the work of CASEL's Development Department, and participate actively in fundraising (including planning, grant writing, and cultivation of donors).
- Insure the creation of substantial income streams through product development and CASEL's delivery of training and technical assistance.

## QUALIFICATIONS

- Advanced degree preferred.
- Proven competence and track record of success in developing and managing not-for-profit organizations (minimum of 10 years of progressively responsible management experience, including program development, organization design, team building, leading and managing staff, strategic planning).
- The experience and vision to build and shape a new global field of expertise in social and emotional development.
- Strong written and oral communication skills, including the ability to serve as an articulate spokesperson for CASEL and for the field of SEL.
- Ability to create high-functioning teams, and to create a positive, synergistic organizational culture.
- Capacity to work collaboratively and to create collaborative partnerships.
- Knowledge of education and/or SEL.
- Social and emotional competence.

**Salary commensurate with experience.**

## APPLICATIONS

Applicants should submit a cover letter and resume with three (3) current references we can contact, your salary history and requirements, and how you learned about the position to:

Search Committee Chair  
c/o CASEL  
910 W. Van Buren St. #168  
Chicago, IL. 60607

You may also submit this information electronically to [search@casel.org](mailto:search@casel.org). Questions may be submitted to this same email address.

**For fullest consideration, please submit by May 15, 2008.**

CASEL is an equal opportunity employer.

