

**Director of Development and Philanthropy
Collaborative for Academic, Social, and Emotional Learning (CASEL)**

Organizational Summary: CASEL is a 501(c)(3), not-for-profit organization that works to advance the science and evidence-based practice of social and emotional learning (SEL) in order to promote children's success in school and life. SEL is a process for helping children and even adults develop the fundamental skills for life effectiveness teaching the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. These skills include recognizing and managing emotions, developing care and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically. CASEL's priorities focus on the benefits of PreK-12 SEL programming; how SEL coordinates with other educational movements; research and training in implementation; assessment; school and district leadership development; educational policies; and communications. CASEL was founded in 1994 by a group of educators, researchers and activists, including Daniel Goleman, the author of *Emotional Intelligence*, and educator/philanthropist Eileen Rockefeller Growald.

Through significant multi-year funding from one of the country's leading philanthropists, CASEL is currently engaged in infrastructure and capacity-building to support its long-term strategic goals to 1) advance the science of social and emotional learning, 2) expand integrated, evidence-based SEL practice and 3) strengthen the field and impact of SEL.

Position Description: CASEL's Director of Development and Philanthropy is responsible for an annual and long-term strategic fundraising plan that will support the organization's overall success in achieving ongoing growth and diversification of revenue. Emphasis on leveraging existing and cultivating new relationships with national leading philanthropists, identification and securing of government and foundation funding, and leadership and relationship building with board members, major and planned prospects. The Director is one of four senior staff members of CASEL.

Report to: Executive Director

Qualifications:

1. Bachelor's degree from an accredited college or university, Masters preferred.
2. Eight years plus demonstrated successful track record in meeting and growing revenue goals, with an emphasis on individual, foundation and government giving.
3. Experience in designing and implementing a diverse development plan, direct experience in growing a Board and funding sources for a young non-profit a significant plus.
4. Knowledge and experience of national non-profit and/or educational funding sources required, with particular preference to experience working with leading and high level philanthropists.
5. Outstanding grant and proposal writing skills.
6. Excellent management and interpersonal and communication skills, including the ability to effectively train and supervise staff and engage with Board members as well as prospective donors/major donors.
7. Strong skills in organizing, planning and managing multiple projects.
8. Ability to communicate about CASEL's mission, programs and services to broad array of potential sources of funding, influence and support.
9. Model social and emotional competence and ethical behavior.

Essential Duties:

1. Serve as one of the official spokespersons for CASEL to communicate the mission and case for support.
2. Establish a personal calling program and participates actively along with board members and the President & Executive Director to raise friends and funds from individuals through major and planned gifts.
3. Develop and execute a comprehensive plan with President, Board Vice Chair and Executive Director to develop relationships and raise funds from other philanthropic sources including board, foundations, government, corporate, and through direct mail.
4. Support the ongoing development of an effective Board of Director's Resource Development Committee to approve an annual plan with revenue goals, create new programs and substantially increase and diversify philanthropic revenue.
5. Develop a staff capable of executing a successful and well-coordinated program, including an Grants Manager and an administrative assistant.
6. Establish policies, systems and procedures for good stewardship; plan and manage budgets for effective use of resources.
7. Work closely with the Director of Public Affairs, Director of Program and the Executive Director to create and execute CASEL's overall strategic plan.
8. Work actively with Board of Directors; attend board meetings and special events to build relationships with board members, friends and donors.
9. Help organize other special fundraising programs as necessary (capital campaign) to meet needs of organization.
10. Complete other duties as assigned by the Executive Director.

Compensation: Competitive salary, vacation and benefits package. CASEL is an equal opportunity employer.

To Apply: No telephone calls, please. Please e-mail search@casel.org with the following information:

- Cover letter with salary requirements
- Resume
- Names and contact information for three professional references

For fullest consideration, please apply by July 31, 2009