An Invitation to Apply for the Position of
Product Manager
Collaborative for Academic, Social, and Emotional Learning
Chicago, Illinois
Posting Date: September 2019

Organizational Summary:

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of social and emotional learning (SEL). CASEL’s mission is to help make evidence-based social and emotional learning (SEL) an integral part of preschool through high school education across the country. We believe that systemic educational efforts that promote students’ social and emotional competence are a key ingredient that will enable all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students’ education at the classroom, school, district, state, and national level.

CASEL is overseen by a distinguished 14-member Board of Directors. They include Timothy P. Shriver (Chair), Ann S. Nerad (Vice Chair), Roger P. Weissberg (Vice Chair), Stephen D. Arnold (Treasurer), Larry Aber, David Adams, Marc Brackett, Catherine Bradshaw, Deborah Delisle, Paul Goren, Janice Jackson, Chi Kim, Kimberly Schonert-Reichl, and Andrea Wishom.
Position Description and Responsibilities:

This critical staff member will report directly to the Chief Operating Officer to inform and oversee the production, field testing, and UX research efforts of CASEL tools, resources and publications including, but not limited to district and school resource guides (in print and online), professional development modules, and other professional publications. Specifically, job responsibilities include:

- The creation and refinement of products, resources and publications in conjunction with the Director of Field Learning and the Director of Research-Practice Partnerships from conception to dissemination
- Development and execution of detailed work plans that identify and sequence activities needed to successfully complete the project to produce high quality products that support SEL implementation
- Manage UX research and implement strategies to measure product effectiveness and utilization as appropriate
- Manage product staff and consultants to achieve objectives
- Ensure timely resolution of technical issues and other issues related to product development and release
- Manage product development budgets
- Ensure that the deliverables are on time, within budget, and high-quality
- Collaborate with communications team and CASEL leadership on dissemination

Qualifications:

CASEL seeks a highly motivated individual with at least 4 years of accomplished professional experience, preferably in the field digital product development. The ideal candidate will have the following experience, expertise and skills:

- Bachelor’s degree preferred in business administration, marketing, design, or related fields
- Expertise in product management
- Expertise in online product development and working knowledge of print production
- Strong leadership skills for effective management of diverse teams to stay motivated and supported to accomplish complex project
- Excellent communication skills, both written and oral, in order to effectively and efficiently explain, document, and disseminate information about progress and goals
- Eagerness and capacity to learn comprehensive and complex information in a short amount of time
- Multi-tasking skills in order to manage multiple, simultaneous projects, activities, and budgets
- Strong problem solving/conflict resolution skills to advance work effectively overcoming obstacles and difficulties that may arise within a team
- Meticulous time management and organizational skills to accurately and efficiently plan, schedule and adjust accordingly to meet deadlines
- Precise budgeting and mathematical skills to keep and maintain an accurate and reliable budget
- Commitment to CASEL’s mission and SEL development for every student
• The desire to work in a highly collaborative, entrepreneurial environment where taking initiative, working well in teams of internal and external colleagues, and perseverance in the face of challenges is a must

Compensation:

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

To Apply:

Please email a thoughtful cover letter and resume outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.