An Invitation to apply for the position of

Digital Product Manager

Collaborative for Academic, Social, and Emotional Learning
Chicago, Illinois

The Collaborative for Academic, Social, and Emotional Learning is seeking a Digital Product Manager to spearhead our digital product team as we identify opportunities, build digital solutions, and grow our digital product offerings. This role requires a candidate with excellent organizational and communication skills as you’ll be working as the liaison and translator between our internal content teams and our technical vendors to advance CASEL’s work.

The Digital Product Manager 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 resource guides, professional development modules, data management platforms, and the CASEL Website.

Objectives
The Digital Product Manager will manage the creation and refinement of digital products, resources and publications through the entire production lifecycle from inception to successful launch.

The Digital Product Manager will:
- Drive product strategies and long-term vision to build best in class digital products.
- Lead sourcing and coordinate buildouts of various digital products, including websites, communications platforms and data management tools.
- Collaborate with designers, developers and research teams from beginning to end of the process.
- Project manage and coordinate digital production process, including requirements discovery, RFP development, vendor sourcing, and solution design process.
- Develop and execute detailed work plans that identify and sequence activities needed to successfully complete the projects.
- Manage UX research vendors and implement strategies to measure product effectiveness and utilization as appropriate for continuous improvement.
- Ensure timely resolution of technical issues and other issues related to product development and release.
- Manage product development budgets to ensure that the deliverables are on time, within budget, and high-quality.
- Partner with cross functional teams regularly to ensure alignment on feature development and prioritization.
- Monitor and evaluate product performance to ensure constant product iteration and improvements.

Qualifications
We seek a highly motivated individual with at 3-5 years of professional experience in Digital Product Management. The ideal candidate will have a majority of the following experience, expertise and skills:
- Expertise in product management and leading sprint teams toward production goals
- Strong prioritization and negotiating skills
- Usability and customer-focused design experience a plus
- Bachelor’s Degree in business administration, advertising management, marketing or related field preferred
- Strong leadership skills for effective management of diverse teams
- Excellent communication skills, both written and oral
- Eagerness and capacity to learn comprehensive and complex information in a short amount of time
• Multi-tasking skills
• Strong problem solving/conflict resolution skills
• Meticulous time management and organizational skills
• Precise budgeting skills
• Ability to create detailed project plans and track progress using a project management software, such as Asana
• Experience with any or all of the following software and systems is preferred: Zoom, SM Apply, Thinkific, Brazen
• Commitment to CASEL’s mission and SEL development for every student
• The desire to work in a highly collaborative, entrepreneurial environment

Compensation
This is a full time, benefits eligible position. CASEL offers competitive salaries commensurate with experience and certifications.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.

To apply, please submit a cover letter and resume that includes references to careers@casel.org. Please include the position title in the subject line of your email, and in your cover letter, mention where you heard of this position.