An Invitation to apply for the position of
Development Coordinator
Collaborative for Academic, Social, and Emotional Learning
Chicago, Illinois
Posting Date: March 2022

Organizational Summary

The Collaborative for Academic, Social, and Emotional Learning (CASEL), is a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL’s mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform policy. Together, we are enabling 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.

**Position Description**

The Collaborative for Academic, Social, and Emotional Learning is seeking a Development Coordinator to support the fundraising efforts of CASEL whose mission is to help make evidence-based social and emotional learning (SEL) an integral part of education from preschool through high school. This position is remote and reports to CASEL’s Director of Development and is instrumental to CASEL’s operational and financial effectiveness.

The Development Coordinator has an essential role in supporting the operational, administrative and fundraising functions of the development department. The Coordinator will oversee the use of Salesforce to ensure data fidelity and effective integration into development operations. Working closely with the Director of Development, the Coordinator is responsible for elements of a positive donor experience including CASEL’s gift and pledge acknowledgement process. The Coordinator manages the calendars to ensure deadlines are met and to support donor relations. The Coordinator will support the implementation of the development plan so the department operates efficiently and effectively, meeting annual goals.

**Key Functions**

- Lead on the management and use of Salesforce: Perform review and updates of data and records; Generate mailing lists and reports as requested by Director of Development; Activities, notes and next steps are logged in Salesforce within 1 week
- Oversee accurate gift processing, including timely gift entry and acknowledgement and integrity of data in Salesforce
- Provide detailed, holistic and timely support for the Development Department, including but not limited to: calendar, task management, meeting and presentation preparation, stakeholder record keeping
- Provide project management for annual fundraising campaigns and lead on department-related mailings
- Produce agendas for weekly department check-ins and pipeline meetings with time provided to allow for input and feedback
- Deliver accurate and thorough research on donors and prospects
- Support with the solicitation, processing, and execution of SEL Exchange sponsorships
- Oversee grant award protocol process and ensure task completion
• Analyze development progress and make recommendations for improvements to initiatives and processes
• Actively participate in the annual creation of the Development Plan and follow through on its successful completion
• Perform other duties as assigned

Qualifications

1. Excellent organizational skills with the ability to prioritize a workload and multi-task while maintaining strict attention to detail
2. Knowledge of fundraising principles and practices to participate in the planning and implementation of an effective, well-rounded development campaign
3. At least 1-2 years of successful professional experience in nonprofit development or related field.
4. Demonstrate the ability to use sound judgement and discretion regarding confidential information
5. Solid project management skills, including critical ability to coordinate and balance multiple projects in a time-sensitive manner
6. Proactive collaboration style
7. Effective verbal and written communication skills
8. Demonstrated commitment to equity
9. Computer skills:
   a. Microsoft Office Suite
   b. Salesforce or another CRM system, preferred
   c. Asana or another project management system a plus, but not required
   d. Internet based fundraising tools, preferred
10. Ability to work both individually and in a team environment
11. Committed to CASEL’s mission. Background in SEL and/or education is a plus but not required.

Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.

Compensation

This is a full time, exempt, 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.