



**An Invitation to Apply for the Position of  
Senior Policy Advisor  
Collaborative for Academic, Social, and Emotional Learning**

**Posting Date: February 2023**

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.

**POSITION SUMMARY**

CASEL seeks a full-time Senior Policy Advisor to join its policy team in advancing the organization's federal and state policy efforts. This position is remote, with some travel required.

The Senior Policy Advisor will (1) play a key role in the development and execution of CASEL's federal and state policy agenda, determination of policy opportunities, and engagement strategy; (2) support and advance efforts to inform policy communities in the development and implementation of evidence-based policies and practices; (3) cultivate and maintain relationships with key stakeholders in the federal and state policy making arenas as appropriate, including coalition partners, advocacy organizations, state education agencies, and education organizations; and (4) support efforts of the Collaborating States Initiative. The Senior Policy Advisor will report to the Vice President of Policy and work closely with the Director of Policy.

The successful candidate will have knowledge about social and emotional learning, familiarity with education research, and extensive policy, advocacy and/or government experience and expertise.

## **OPPORTUNITIES/EXPECTATIONS**

The Senior Policy Advisor will:

- Collaborate with the Vice President of Policy and the Policy Director on establishing CASEL's policy agenda.
- Conduct policy analysis, develop policy recommendations that are well-grounded in research, and advance social and emotional learning in policy.
- Develop and manage written products such as policy briefs, white papers, public comments, and letters.
- Support the development and execution of a research and policy agenda.
- Support efforts of the Collaborating States Initiative, including, but not limited to, leading communities of practice, sessions at CASEL-sponsored convenings, and presenting policy-related information to CSI members, internal and external partners.
- Review, analyze, and draft legislation, report, regulatory, and guidance language, as well as the supporting translational materials.
- Advise on, develop, and implement strategies for policy outreach and advancement among policymakers and stakeholder organizations.
- Understand legislative, executive, and administrative processes and procedures and identify opportunities for policy advancement.
- Establish, maintain, and cultivate strategic relationships with legislative, executive, and administrative staff, and with education stakeholder organizations.
- Identify opportunities for policy advancement, including identifying policy champions and strategy.
- Convene partners and relevant groups, including organizing in-person and virtual briefings for policymakers.
- Attend and represent CASEL at relevant meetings, symposia, and conferences, including making public presentations on behalf of the organization.
- Identify, design, foster, and advance opportunities for partnerships with organizations.
- Collaborate on strategic fundraising and the production of grant proposals and reports.
- Build relationships with CASEL staff and Collaborating States Initiative advisors and state leads.
- Other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

The background and educational experience required for this position are:

- At least 5 years professional experience in policy, government, and/or an organization working on related education policy issues.
- Prior experience in developing and advancing legislative, executive, and/or administrative policy, and the demonstrated ability to effectively conduct, analyze, synthesize, translate, and communicate research to policymakers, including developing and providing technical assistance on policy development.
- Strong content knowledge about social and emotional learning.

- Well-established relationships with key individuals in government and/or at CASEL partner organizations as related to content areas of expertise.
- Ability to work independently and collaboratively in collecting, synthesizing, and evaluating information to support policymakers and policy influencers in using research to develop policy—often in time-sensitive situations.
- Advanced degree preferred but not required.

## **PERSONAL CHARACTERISTICS AND COMPETENCIES**

The personal characteristics and competencies required for this position are:

- Strong organizational skills and ability to manage and coordinate several projects simultaneously.
- Exceptional writing and oral communication skills, including precision, accuracy, and clarity in written and oral communication.
- A commitment to working as part of a cohesive team, including practicing excellent social and emotional skills.
- A commitment to ongoing professional learning as well as to supporting the learning of other policy and CASEL team members.
- Demonstrated ability to plan effectively and the flexibility to handle the unexpected and time sensitive requests.

## **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](mailto: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.

*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.*