An Invitation to apply for the position of
SEL Editorial Manager
Collaborative for Academic, Social, and Emotional Learning
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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.

The Collaborative for Academic, Social, and Emotional Learning (CASEL) is seeking an SEL Editorial Manager to manage and implement the nonprofit’s editorial strategy aimed at promoting social and emotional learning (SEL) in support of more equitable and caring schools for all students.
Across SEL research, practice, policy, and communications initiatives, CASEL engages broad audiences and is committed to growing engagements with school and district leaders, researchers, and policymakers.

**Position Description**

CASEL seeks a mission-driven and astute individual to join the Communications team as the SEL Editorial Manager.

The Editorial Manager will be responsible for strategizing and shepherding high-quality editorial content from ideation to publication, including working collaboratively to develop compelling and precise communications that support organizational goals. The successful candidate will be an excellent writer who brings subject matter expertise in social and emotional learning (SEL).

The Editorial Manager is responsible for liaising with the CEO’s office and research, practice, and policy departments to strategize and execute written communications aligned with CASEL’s voice and style and working with marketing colleagues to leverage content for various outlets. The manager will contribute to opinion pieces and talking points, act as a reporter to research and write smart and informed content, be an excellent editor and fact checker, and have the ability to identify compelling and timely stories.

This individual must excel in writing for a range of audiences, apply a strong understanding of SEL principles and nuances, be able to adapt to feedback and evolving deadlines, prioritize tasks in a fast-paced environment, and work well as a part of a team. The is a full-time, remote position reporting to the Senior Director of Content and Field Learning.

**Key Functions**

- Manage the editorial process flow from idea generation to writing, content review and approval, copy-editing, and publication.
- Collaborate with CASEL leadership and team members, external partners, and others to identify content needs, audiences, and reviewers. Support teams in drafting high-quality content tailored to specific audiences and making revisions based on feedback.
- Oversee an organization-wide editorial calendar that matches priorities and timelines across teams.
- Ensure coherence in CASEL tone, brand, language, and voice across publication, taking into account various audiences and platforms including email, web, print, and social media.
- Review content for alignment with CASEL’s framework and point of view, research, and best practices in SEL.
- Manage, coach and lead a small editorial team, including building a bench of qualified contract writers and copyeditors.
- Draft and ghostwrite thought leadership content and talking points for CASEL leadership and for high-profile engagements and publications to create aligned messages that support organizational goals.
- Monitor and evaluate metrics to communicate overall progress of our editorial strategy.
- Conduct story reporting and interviewing of CASEL stakeholders and collaborators, as needed.
- Support other special projects as assigned by the Senior Director of Content & Field Learning.
**Qualifications**

- Deep understanding of social and emotional learning and current topics in the SEL field.
- Excellent interpersonal, written, and verbal communication skills.
- Experience creating successful editorial strategy and overseeing content development from conception to publication.
- Demonstrated ability to develop compelling, nuanced, and accurate written communications/editorial focused on education, social and emotional learning, youth development, nonprofit work, or related areas.
- Wide range of writing abilities that connect with different audiences, including compelling storytelling, thought leadership on academic topics, punchy and timely briefs, persuasive op-eds, and easy-to-read explainers.
- Ability to manage teams, including cross-departmental teams and contractors, and work collaboratively to create and refine editorial content.
- Ability to work independently in a fast-paced, remote environment
- Strong project management skills and attention to detail.
- Proficient in Microsoft Office suite, including Microsoft Excel and PowerPoint, and management software; Asana and SharePoint preferred.

**Physical Requirements**

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

**Compensation**

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

**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.

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, gender identity or expression, 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.