



Job Title:	Social and Emotional Learning Director
Department:	Frameworks
Position Reports to:	Executive Director
FLSA Status:	Exempt
Status:	Full-time

Position Summary:

The role of the Social and Emotional Learning Director will ensure that Frameworks is on the leading edge of innovative SEL programming to diverse audiences. The Social and Emotional Learning Director will build and maintain strong relationships on local, regional, and national levels, support grant writing and reporting, lead advanced research, and focus on identifying alternative funding streams for SEL programming to meet the goals and objectives of the organization.

Essential Functions:

- Maintain SEL community education and strong relationships with potential partners in Hillsborough and surrounding counties.
- Develop and maintain regional and national SEL relationships.
- Lead advanced research on social and emotional learning skills and knowledge.
- Research and develop alternative funding strategies for SEL programming.
- Work closely with schools and partner agencies to establish meaningful connections and positive cultures in collaboration with Frameworks staff.
- Review grants, support writing large multi-partner grants, write grant reports.
- Provide coaching support to teachers, administrators, and other school staff related to evidence-based program implementation in collaboration with Frameworks staff.

Additional Responsibilities:

- Understand and can articulate and promote the mission of the organization.
- Other duties as required.

Required Education/Training and Experience:

- Minimum master’s degree in education, training, public or mental health administration/mgmt., or other related experience.
- Experience with social and emotional learning a plus.
- National standards and federal programs knowledge a plus.
- Strong organization, oral and written communication skills and the ability to work effectively and collaboratively as a team member.
- Knowledgeable and experienced in Word, Excel and PowerPoint.

Other Requirements:

- This position will require up to 25% travel.
- Must possess a Valid State Driver’s License with a good driving record with access to a fully insured automobile.
- Successfully pass a pre-hire background screening, education verification and drug testing evaluation.



Knowledge, Skills and Abilities:

- *Math, Reading, Written Communication, Oral Communication, Reasoning Ability* – college level ability
- Ability to work collaboratively with a variety of people;
- Ability to take direction from others;
- Ability to be self-managed but work well to support a team effort;
- Work well under time constraints, and in stressful conditions;
- Excellent communication skills; verbal and written;
- Efficient time management and prioritization;
- High-energy, caring, self-starter, innovative.
- Self-starter, self-motivated

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Supervision/Contacts:

- Receives direct supervision from the Executive Director.
- Daily contact with Framework's employees and management.
- Regular contact with board members, volunteers, donors and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile.

Frameworks of Tampa Bay is an Equal Employment Opportunity employer.
Job duties are subject to change with or without notice based on business needs.