Position Focus: Yale Center for Emotional Intelligence is in search of an Executive Director. The Executive Director will report directly to the Center’s Director and be responsible for developing and aligning strategy across all functions and evaluating emerging opportunities for the program. This position is responsible for facilitating the development of strategy to support the mission, increase revenues, optimize operating margins, and engender innovative thinking that facilitates high quality services with sustainable social impact.

1. The ED will be a strategic, creative thinker with a proven ability to see the big picture and set imperatives, take initiative to create opportunities and get results. They will have direct management responsibilities for the following strategic functions and their managing directors:
2. Enhance and articulate the strategic plan for scaling the Center’s evidence-based approach to social and emotional learning, RULER, and create a process to facilitate and collaborate with executive leadership and key stakeholders.
3. Monitor and identify trends and changes in the environment for opportunities and challenges to the strategic plan.
4. Communicate the organization’s mission, purpose, and strategies into actionable priorities up, down and across all functions and departments.
5. Oversee day-to-day operations while ensuring long-term sustainability and social impact.
6. Ensure organization’s resources are focused on long term goals and strategic vision. Integral part of the team effort to ensure a positive Center culture and climate.
7. Be the executive representative externally to facilitate strategic collaborations.
8. Create and maintain an integrated system of practical performance goals, measures, and milestones to align with mission and strategy for each organizational function.
9. Implement management controls, a dashboard and reporting procedures to ensure that the management team, funders, and advisory board have up to date awareness of all core business, revenue, and strategic issues.
10. Develop and maintain organizational structure and capacity for alignment with mission, vision, and goals.
11. Employ market and data analysis of new markets and new innovations as Center considers expansion strategies.
12. Create budget and develop long term financial forecast to ensure strength and sustainability.
13. Develop relationships with current and future funders of the program.
14. Lead process of managing two Center Advisory Boards and any future Board sub-committees.
15. Liaise with other Yale departments as it relates to center finances, operations and strategy.
16. Develop and articulate the strategic plan for RULER and create a process to facilitate and collaborate with executive leadership and key stakeholders.
17. Communicate, translate, and coach the organization’s mission, purpose, and strategies into actionable priorities up, down and across all functions and departments.
18. Focus on the mid to long-term relevance, sustainability, and social impact versus the immediate, day-to-day operations.
19. Be the executive representative externally to facilitate the integration of all alliances and partnerships at a strategic level.
20. Create and maintain an integrated system of practical performance goals, measures, and milestones to align with mission and strategy for each organizational function.
21. Implement management controls, a dashboard and reporting procedures to ensure that the management team, funders, and advisory board have up to date awareness of all core business, revenue, and strategic issues.
22. Evaluate legal entities, business development, new business ventures and the continued development of the existing organizational structure and capacity for alignment with mission, vision, and goals.
23. Employ market and data analysis of new markets, new innovations, and possible mergers, partnership,
and acquisitions to evaluate, test and adapt the strategic plan. Monitor and identify trends and changes in the environment for opportunities and challenges to the strategic plan.

24. Provide advice and consultation as needed to the strategic composition and roles of any future board of directors or sub-committees.

**Required Education and Experience:** Master’s Degree in Business or related field and 7 years of related experience or equivalent combination of education and experience.

**Required Skill/Ability 1:** Ability to successfully create marketing and sales plans with measurable results.

**Required Skill/Ability 2:** Ability to manage budgets and develop and manage complex business strategies.

**Required Skill/Ability 3:** Demonstrated leadership and management skills with the ability to develop high-performing teams, set and achieve strategic objectives.

**Required Skill/Ability 4:** Exceptional interpersonal skills, with the ability to develop productive relationships with both internal and external stakeholders.

**Required Skill/Ability 5:** Excellent public speaking, written and oral communication skills with the ability to inspire others and to engender loyalty and respect across a wide range of stakeholders

**Preferred Education, Experience, and Skills:** Experience with educational products/services and/or experience working with pre-K to 12 schools.

**Background Check Requirements:** All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit [www.yale.edu/hronline/careers/screening/faqs.html](http://www.yale.edu/hronline/careers/screening/faqs.html) for additional information on the background check requirements and process.

**Posting Disclaimer:** The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the position. Employees will be assigned specific job-related duties through their hiring departments.

**Affirmative Action Statement:** Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual’s sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University’s Title IX Coordinator, at TitleIX@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: ocr.boston@ed.gov.

To learn more about this exciting opportunity please use the following link to review the position and submit your application [http://bit.ly/YaleCareers-65732BR](http://bit.ly/YaleCareers-65732BR)

**Yale benefits can be viewed through our Career’s page** [https://your.yale.edu/work-yale/benefits/health-and-wellness/coverage-guidelines-managerial-professional](https://your.yale.edu/work-yale/benefits/health-and-wellness/coverage-guidelines-managerial-professional)

Please direct all questions to the recruiter:
Lisa Treat-Perry, Recruiter – Staffing and Career Development
[https://your.yale.edu/work-yale/benefits/health-and-wellness/coverage-guidelines-managerial-professional](https://your.yale.edu/work-yale/benefits/health-and-wellness/coverage-guidelines-managerial-professional)

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