



RESOURCE DEVELOPMENT ASSOCIATES  
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[www.resourcedevelopment.net](http://www.resourcedevelopment.net)

<b>POSITION TITLE:</b>	Senior Program Associate- Justice Systems
<b>HOURS:</b>	Full Time
<b>LOCATION:</b>	Oakland, CA
<b>SUPERVISOR:</b>	Managing Director
<b>SALARY:</b>	Commensurate With Experience

### **The Opportunity**

Recent policy decisions have led to dramatic changes in how California approaches its justice systems. With several initiatives aimed at reducing the state's prison population, we are working with local government agencies and nonprofits to show that evidence-based practices combined with community-based services produce better outcomes at lower cost. The changing sensibility and emerging policies surrounding criminal and juvenile justice have energized our work and we are looking for someone to join our team with a passion for building a more just and effective system.

### **About RDA**

Resource Development Associates (RDA) is a mission-driven consulting firm founded in 1984 on the belief that public and nonprofit health and human service systems have the potential to improve conditions in our communities. To this end, we support community-based nonprofits and local, state, and federal agencies with consulting services based on an integrated approach to planning, grant-writing, organizational development, and evaluation. Learn more about our mission, services, and strengths-based approach to our work at [www.resourcedevelopment.net](http://www.resourcedevelopment.net).

### **Position Summary**

The Senior Program Associate will have the opportunity to lead some of our most impactful projects in adult and juvenile justice. We are looking for a seasoned and highly-motivated individual with strong people and project management skills and a demonstrated commitment to improving systems and services for individuals involved in the adult and/or juvenile justice systems. We value experience with non-profit and public sector organizations, particularly justice-system agencies such as probation departments, law enforcement agencies, and/or courts, as well as other local health and human service organizations. This position will also lead projects in a number of practice areas, including reentry, youth development, trauma-informed services, behavioral health, and other related disciplines.

### **Responsibilities**

- Manage multiple complex projects simultaneously including the delivery of scope of services, client relations and community relations in the following areas: strategic planning, grant writing, evaluation, organizational development, or MIS development.
- Build relationships internally, within adult and juvenile justice systems, and with the communities that they serve.
- Generate new business for RDA by responding to RFPs and contributing to marketing efforts.
- Develop partnerships with other consulting firms and/or individual consultants.
- Draft scopes of work as part of contract negotiations and manage contracts.
- Motivate, mentor, train, and lead junior staff.
- Ensure Quality Control on project deliverables through copyediting and proofreading.
- Conduct best practice research & develop literature reviews regarding services/treatment.
- Develop position papers, policy analyses, and organizational/community needs assessments.
- Facilitate large public meetings with diverse stakeholder groups.
- Create and manage project work plans within budget, using available resources.
- Organize and conduct focus groups and key informant interviews, and develop summaries and analysis of findings.



**Minimum Qualifications**

- Master’s degree or Ph.D. preferred in social science or public policy related to justice and justice systems. Commensurate experience can be considered substitution
- A minimum of 5 years’ work experience in governmental or non-profit organizations, preferably in a management position.
- Experience leading and participating in teams charged with evaluation, planning, and grant writing.
- Experience working with culturally and ethnically diverse communities.
- Familiarity with criminal and/or juvenile justice systems and practices and related areas.
- Ability to understand quantitative and/or qualitative data
- Strong technical writing and verbal communication skills.
- Effective time management skills.
- Ability to work independently, as well as a member or leader of a team.
- Driver’s license for use in carrying out job related duties.

**Employee Benefits**

- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years
- 100% RDA sponsored health / dental / vision insurance
- RDA sponsored long & short-term disability Insurance
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses

**To Apply**

If you feel that you would be a good fit for this position, please send cover letter, resume, three references, writing sample, a relevant work product and salary history to [admin@resourcedevelopment.net](mailto:admin@resourcedevelopment.net) with the subject line “SPA-Justice Systems”. No phone calls please. We appreciate each application we receive, but due to the volume of responses, we will only contact candidates who best fit the needs of the organization.

As an equal opportunity employer, RDA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply.