



RESOURCE DEVELOPMENT ASSOCIATES
230 4th STREET | OAKLAND, CA 94607
(510) 488-4345 | FAX (510) 444-1434
www.resourcedevelopment.net

POSITION TITLE: Senior Program Associate- Justice Systems
HOURS: Full Time
LOCATION: Oakland, CA
SUPERVISOR: Managing Director
SALARY: 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.

Position Summary

Resource Development Associates is seeking a seasoned and highly-motivated individual with strong people and project management skills to join RDA's team of mission-driven consultants. This person will have a demonstrated commitment to improving systems and services for individuals involved in the criminal and/or juvenile justice systems and 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 person should have specific experience in leading planning processes related to implementation of policy and best practice, building collaboration across public systems, and developing specific processes and programs that are responsive to organizational objectives. Senior Program Associates lead a wide variety of project teams including but not limited to evaluation; strategic, organizational, and program planning projects, and grant writing on reentry, youth development, trauma-informed services, behavioral health, and other related disciplines. The Senior Program Associate will also have experience in a management role and demonstrated leadership skills that encourage the development of leadership in others.

Responsibilities

- Exhibits subject matter expertise with an eye on process and program improvement for justice system clients
- Deliver solution-oriented, realistic strategies, analysis and processes that reflect client and stakeholder buy-in.
- Manage multiple complex projects simultaneously including the delivery of scope of services, client relations and community relations in the following practice areas: strategic planning, grant writing, evaluation, organizational development or MIS development.
- 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.
- Insure Quality Control on project deliverables.
- 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.
- Lead grant writing, strategic planning and evaluation processes.
- Organize and conduct focus groups and key informant interviews, and develop summaries and analysis of findings.



Minimum Qualifications

- Master's degree or Ph.D. in social science or public policy related to justice and justice systems OR commensurate professional experience.
- A minimum of 6 years' work experience in governmental or non-profit organizations, including experience in a management position.
- Experience leading and participating in teams charged with planning, evaluation, 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: Please send cover letter, resume, three references, writing sample, a relevant work product and salary history to admin@resourcedevelopment.net. No phone calls please. RDA appreciates each application it receives, but due the volume of responses for positions at RDA, only candidates who best fit the needs of the organization will be contacted.

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