



RESOURCE DEVELOPMENT ASSOCIATES  
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www.resourcedevelopment.net

**POSITION TITLE:** Senior Project Manager- 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.

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. 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. The Senior Project Manager will have the opportunity to lead some of our most impactful projects in adult and juvenile justice.

### **Qualifications**

We are looking for a seasoned and highly-motivated individual with strong people and project management skills and a demonstrated commitment, energy, and passion 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 lead projects in a range of areas, including reentry, youth development, trauma-informed services, behavioral health, and other related disciplines.

### **Responsibilities**

*Project Management and Oversight* - Manage and oversee multiple, simultaneous complex projects related to RDA's services in strategic planning, systems plan development, evaluation, grant writing, and organizational development. Be able and willing to undertake all aspects of project work which may include writing reports, collecting and analyzing data, developing plans etc., including:

- Drafting scopes of work and negotiating contracts;
- Delivering scopes of services including developing/implementing evaluation plans, data collection tools and data analysis; and ensuring quality control on project deliverables;
- Organizing and overseeing qualitative and quantitative data collection, and analyzing findings.
- Facilitate large stakeholder meetings

#### *Supervision & Leadership*

- Mentor and supervise Research Associates, Program Associates, Senior Program Associates and Analysts, develop individual growth plans and prepare annual performance reviews for staff.
- Participate and contribute to internal strategic planning processes in collaboration with other members of the leadership team

#### *Subject Matter Contribution*

- Build relationships internally, within adult and juvenile justice systems, and with the communities that they serve.



- Facilitate large public meetings with diverse stakeholder groups.
- Maintain understanding of current State and Federal policy changes and their impact on criminal and juvenile justice systems and services at the local and state levels.

*Business 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.
- Developing client and community relationships.

**Minimum Qualifications**

- Master’s degree or Ph.D. in social science or public policy related to justice and justice systems or commensurate experience
- 10-20 years of experience in governmental or non-profit organizations, including 5+ years management experience.
- Experience leading and participating in teams charged with evaluation, strategic 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 requirements to [admin@resourcedevelopment.net](mailto:admin@resourcedevelopment.net) with the subject line “SPM-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.