



RESOURCE DEVELOPMENT ASSOCIATES  
2333 Harrison St. | OAKLAND, CA 94612  
(510) 488-4345 | FAX (510) 444-1434  
[www.resourcedevelopment.net](http://www.resourcedevelopment.net)

**POSITION:** Business Development Assistant  
**SUPERVISOR:** Director of Business Development & Marketing  
**HOURS:** Full Time  
**LOCATION:** Oakland, CA  
**SALARY:** Salary range based on experience

## **JOB DESCRIPTION**

### **Who We Are**

RDA's commitment to social justice permeates every aspect of our work. RDA provides consultation to city, county, and state agencies and non-profit organizations through the provision of planning, evaluation, resource and organizational development, data analysis, facilitation, and training and technical support. Our efforts aim to address persistent social, health, and economic problems of populations served by public agencies. Learn more about our mission, services, and strengths-based approach to our work at [www.resourcedevelopment.net](http://www.resourcedevelopment.net).

### **Who You Are**

RDA is growing rapidly and each day our projects help improve the public systems on which so many people rely. Our Business Development department is at the vanguard of this growth and we are looking for someone to help support our work. The Business Development Assistant will work as a member of Business Development team and be responsible for assisting the team in a variety of administrative and business development related tasks. This is a new position, so this individual will help shape their role in our dynamic department. This person should have the ability to foster a positive work culture and be a self-directed quick learner with an appreciation of the discretion required of the position. This is a full-time, non-exempt, entry-level position.

### **What You'll Do**

- Conduct and manage data entry into databases and tools
- Utilize Salesforce and other systems to report out on marketing and business development
- Develop and maintain project team org charts
- Develop and maintain client lists
- Update staff resumes and bios
- Update digital content including photos and job descriptions
- Manage proposal process logistics
- Track and calendar proposal deadlines
- Manage proposal forms and supplemental materials
- Support proposal submission needs
- Acquire feedback on proposal submissions from clients
- Conduct research as needed and support special projects
- Provide ad hoc support to the business development department
- Other related duties as needed

### **What You'll Bring**

- Commitment to social and economic justice
- Bachelor's degree
- Proficiency with Salesforce
- Proficiency with Google business tools, including email, sheets, chat, maps, and calendar
- Competency with Microsoft Office programs, including Word, Excel, and PowerPoint
- Strong attention to detail
- Excellent organization skills, work habits, verbal and written communication skills
- Demonstrated ability to be an effective, efficient, and positive team member, as well as the ability to work independently
- Experience with competitive proposals is a plus



**Employee Benefits**

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

**To Apply**

Please send a cover letter, resume, three references, and salary requirements to [admin@resourcedevelopment.net](mailto:admin@resourcedevelopment.net) with the subject line "Business Development Assistant." This job will remain open until filled. 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.

