



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

POSITION TITLE: Business Development Associate
HOURS: Full Time
LOCATION: Oakland, CA
SUPERVISOR: Director of Business Development and Marketing
SALARY: Salary range based on experience

JOB DESCRIPTION

Who We Are

RDA's commitment to social justice permeates every aspect of our work. We provide 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.

Who You Are

RDA is seeking a highly motivated individual with strong research and communication skills (verbal and written) for the position of Business Development Associate. RDA is rapidly growing and each day our projects help improve local, State, and regional public systems on which so many people rely. Our Business Development and Marketing Department is at the vanguard of this growth. The Business Development Associate will aid a cross-functional team to develop and implement RDA's growth strategy by supporting the development of competitive grants, proposals, and client deliverables. This individual will help shape their role in our dynamic department and 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 mid-level position.

What You'll Do

The Business Development Associate will meet a variety of organizational needs, including:

- Work as a member of the business development and marketing team
- Drive and manage the development and submission of competitive proposals for RDA and our clients
- Draft, support, and finalize written responses to Requests for Proposals (RFP) and Requests for Qualifications (RFQ)
- Draft, support, and finalize grants for our clients who utilize our grant writing services
- Copyedit, proofread, and QA client deliverables that are produced by our project teams
- Write, copyedit, proofread, and QA other organizational communications as needed
- Conduct rigorous research as needed
- Work collaboratively with project staff and team members to ensure highest quality work
- Provide competitive proposal process and writing trainings to staff
- Develop, improve, maintain, and manage related internal processes and tools
- Maintain data on all proposals and grants, including hit rates and work pipeline
- Utilize data to inform decision making among the Business Development and Marketing Team
- Provide ad hoc support to the Business Development and Marketing Team
- Provide ad hoc support and information to Practice Directors and project teams as needed
- Other related duties as needed

What You'll Bring

- Commitment to social and economic justice
- At least 3 years of experience in competitive proposal writing, copyediting, proofreading, etc.
- Master's Degree (additional years of experience may be substituted for education)
- Proven track record in developing winning proposals for diverse clients across the public and private sectors (government, foundations, etc.)
- Excellent written and verbal communication





- Strong research abilities
- Superior organizational and management skills (processes, systems)
- Proficiency with data entry, analysis, and reporting (Salesforce experience is a plus)
- 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
- Demonstrated ability to be an effective, efficient, and positive team member, as well as the ability to work independently

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 a writing sample to careers@resourcedevelopment.net with the subject line "Business Development Associate." 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.

