



RESOURCE DEVELOPMENT ASSOCIATES
2333 HARRISON STREET | OAKLAND, CA 94612
(510) 488-4345 | FAX (510) 735-9064
www.resourcedevelopment.net

POSITION TITLE: Senior Program Associate
HOURS: Full Time
LOCATION: Oakland, CA
SUPERVISOR: Practice Director
SALARY: Commensurate With Experience

Organizational Overview

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 are aimed at addressing 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.

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. RDA takes a systems level approach to creating change in the public safety net to strengthen organizations and their ability to serve those most in need. The Senior Program Associate will have experience with and understanding of a variety of government and non-profit subject matters, along with demonstrated success in planning and/or evaluation. Successful candidates will bring knowledge of project management practices and have a demonstrated record of success effectively managing multiple and concurrent projects and teams through the lifecycle of an engagement. Specific expertise in organizational development (OD) and change management, building collective impact initiatives, and/or conducting Community Health Assessments (CHA) and Community Health Improvement Plans (CHIP) is a plus. Senior Program Associates are expected to effectively partner with RDA's clients at the executive leadership and management levels from government agencies and community-based organizations to plan, implement, and execute project activities and deliverables. The successful candidate will have experience in a management role and demonstrated leadership skills that encourage the development of leadership in others.

Responsibilities

- Manage multiple complex projects simultaneously including the delivery of scope of services and development of client relationships
- Create and manage project work plans within budget, using available resources
- Engage in and lead activities for planning, evaluation, grant writing, and organizational development efforts that include qualitative and quantitative data collection, analysis and interpretation to support organizational objectives
- Build relationships internally, within the public system RDA works in, and with the communities that it serves
- Motivate, mentor, train and lead junior staff
- Generate new business for RDA by responding to RFPs and contributing to marketing and business development efforts
- Draft scopes of work, participate in contract negotiations, and manage contracts
- Ensure quality control on project deliverables

Minimum Qualifications

- Master's degree or Ph.D. preferred in public policy, public health, social work, organizational development, or related field
- 3 to 5 five years' experience in project management that includes an understanding of workplan and budget development, client relationship management, team leadership, project quality assurance and delivery, and business development
- A minimum of 5 years' work experience in governmental or non-profit organizations; commensurate experience can be considered
- Quantitative and/or qualitative research skills
- Experience leading and participating in teams charged with strategic planning, evaluation, and grant writing
- Strong technical writing and verbal communication skills.
- Effective time management skills
- Ability to work independently, and as a member or leader of a team



Employee Benefits

- 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
- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years

To Apply: Please send cover letter, resume, three references, and a writing sample to careers@resourcedevelopment.net with the subject line of "SPA". This job will remain open until filled. No phone calls please.

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