



www.resourcedevelopment.net

RDA is a woman-owned, mission driven consulting firm with a 35-year history. We provide consultation to city, county, and state agencies and non-profit organizations. Our efforts are aimed at promoting social and economic justice and addressing structural inequities. Please visit our website to learn more about the work we do and the core values that guide us.

Business Development Associate (Content Writer)

LOCATION: Oakland, CA

The Opportunity

Are you passionate about social justice? Do you enjoy telling compelling stories and piecing together information to craft masterful narratives? RDA is seeking a highly motivated individual with superb writing skills, attention to detail, and experience writing on deadline for the position of Business Development Associate. 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 is a mid-level position.

What You Will Achieve in Your First Year

- 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 and QA client deliverables that are produced by our project teams
- Copyedit and QA other organizational communications as needed
- Work collaboratively with project staff and team members to ensure highest quality work
- Provide competitive proposal process and writing training to staff
- Develop, improve, maintain, and manage related internal processes and tools
- Maintain data on all proposals, including award 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

About You

- Commitment to social and economic justice
- Extensive experience developing high quality written content
- Superior organizational and management skills (processes, systems)
- Proficiency with data entry, analysis, and reporting
- Proficiency with Google business tools, including email, sheets, chat, maps, and calendar
- Strong attention to detail
- Ability to be an effective, efficient, and positive team member, as well as the ability to work independently
- Experience working with culturally and ethnically diverse communities
- Proven track record of developing winning competitive proposals is a plus
- Experience working in a fast-paced, deadline-driven department is a plus
- Marketing writing experience is a plus
- Multilingual skills are desirable
- Master's Degree preferably in a writing and/or communications-oriented field; experience may replace education

Benefits of Working at RDA

- Dynamic and collaborative workplace
- Family-friendly environment with flexible schedules
- Paid vacation and sick leave
- 100% RDA sponsored insurance
- 401k, with RDA discretionary match after 2 years
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses

To Apply

Please send a cover letter, resume, 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.

Celebrating Diversity and Inclusion

RDA is an equal opportunity employer and is committed to equitable and inclusionary hiring practices. We strongly encourage applicants from all cultural backgrounds, religions, sexual orientations, genders, and ages to apply.