



RESOURCE DEVELOPMENT ASSOCIATES
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www.resourcedevelopment.net

POSITION TITLE: Sr. Project Manager – Social Services/Homelessness Initiative Lead
HOURS: Full Time
LOCATION: Oakland, CA
SUPERVISOR: Practice Director
SALARY: Commensurate with Experience

The Opportunity

RDA partners with our clients to drive innovative approaches to addressing issues of poverty and homelessness, many of which have been exacerbated by recent policy decisions and economic changes. With several initiatives underway, 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.

The changing sensibility and emerging policies have energized our work and we are looking for someone with a passion for building more humane and effective systems to join our team. The Senior Project Manager will have the opportunity to lead some of our most impactful projects, managing a portfolio of engagements for a diverse group of public and nonprofit agencies, while ensuring client satisfaction as well as team productivity, learning, and engagement; and will work with teams across our organization to identify and develop opportunities to do new and innovative work.

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.

Qualifications

We are looking for an experienced, enthusiastic, and hands-on leader and problem-solver who can rapidly engage in the RDA way of strategic planning, systems plan development, organizational development, grant writing and evaluation, and bring it to clients of all sizes. This person is practiced at identifying critical issues, curious about their cause, and collaborative and creative in exploring and implementing solutions.

The Senior Project Manager will have a demonstrated commitment to improving systems and services for individuals and families, particularly in the arenas of child welfare and/or homelessness. The ideal candidate for this role will have specific experience in leading planning processes related to implementation of policy and best practice, building collaboration across public systems, facilitating high profile public meetings, and developing specific processes and programs that are responsive to organizational objectives.

The Senior Project Manager will also have experience in a management role and demonstrated leadership skills that encourage the development of leadership in others across diverse consultant teams. This role reports to the Practice Director.

Responsibilities

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

- Build relationships internally, within human service agencies, and with the communities that they serve;
- Understand legislative and regulatory landscape that shapes our client's roles and priorities;
- Draft scopes of work and negotiate contracts;
- Deliver scopes of services including planning processes, developing/implementing evaluation plans, data collection tools and data analysis; and ensuring quality control on project deliverables;
- Provide strategic input and quality assurance to project teams;
- Design outreach strategies and facilitate large and high-profile public meetings with diverse stakeholder groups;
- Organize and oversee qualitative and quantitative data collection and analysis of findings;
- Support management of revenue, margin, resources and utilization; and
- Ability to work and interact with both high-level client executives and community members/stakeholders.



Supervision & Leadership

- Demonstrate team leadership and is an effective team player;
- Mentor and supervise Research Associates, Program Associates, Senior Program Associates and Analysts, develop individual growth plans and prepare annual performance reviews for staff;
- Develop, disseminate, and refine repeatable implementation best practices and methodologies to enable and continually enhance client success;
- Participate and contribute to internal strategic planning processes in collaboration with other members of the Leadership Team.

Business Development

- Generate new business for RDA and contribute to marketing efforts, including working closely with the business development team to respond to RFPs, and to identify, develop, and scope new projects; and
- Develop partnerships with other consulting firms and/or individual consultants.

Minimum Qualifications

- Master's degree or Ph.D. in social science or public policy OR commensurate professional experience.
- 10-20 years' work experience in governmental or non-profit organizations, including 5+ years experience in a management position.
- Experience leading and participating in teams charged with strategic planning, evaluation, grant writing.
- Experience working with culturally and ethnically diverse communities
- 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: Please send cover letter, resume, three references, and a relevant work product to admin@resourcedevelopment.net. 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.