



RESOURCE DEVELOPMENT ASSOCIATES
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(510) 488-4345 | FAX (510) 444-1434
www.resourcedevelopment.net

POSITION TITLE: Senior Program Associate- Justice Systems
HOURS: Full Time
LOCATION: Oakland, CA
SUPERVISOR: Managing Director
SALARY: Commensurate With Experience

Organizational Overview

RDA is a mission driven 30 year old consulting firm and our 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 are aimed at addressing persistent social, health and economic problems of people and communities 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. This person will have a demonstrated commitment to improving systems and services for individuals involved in the criminal and/or juvenile justice systems and experience with non-profit and public sector organizations particularly justice-system agencies such as probation departments, law enforcement agencies, and/or courts, as well as other local health and human service organizations. Senior Program Associates lead project teams working on a wide variety of issues including but not limited to evaluations, planning projects, and grant writing on reentry, youth development, trauma-informed services, behavioral health, and other related disciplines. The Senior Program Associate will also 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, client relations and community relations in the following practice areas: strategic planning, grant writing, evaluation, organizational development or MIS development.
- Generate new business for RDA by responding to RFPs and contributing to marketing efforts.
- Develop partnerships with other consulting firms and/or individual consultants.
- Draft scopes of work as part of contract negotiations and manage contracts.
- Motivate, mentor, train and lead junior staff.
- Insure Quality Control on project deliverables.
- Conduct best practice research & develop literature reviews regarding services/treatment.
- Develop position papers, policy analyses, and organizational/community needs assessments.
- Facilitate large public meetings with diverse stakeholder groups.
- Create and manage project work plans within budget, using available resources.
- Lead grant writing, strategic planning and evaluation processes.
- Organize and conduct focus groups and key informant interviews, and develop summaries and analysis of findings.

Minimum Qualifications

- Master's degree or Ph.D. preferred in social science or public policy related to justice and justice systems. Commensurate experience can be considered substitution
- A minimum of 5 years' work experience in governmental or non-profit organizations, preferably in a management position.
- Experience leading and participating in teams charged with evaluation, planning, grant writing.
- Experience working with culturally and ethnically diverse communities
- Familiarity with criminal and/or juvenile justice systems and practices and related areas.
- 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.



Senior Program Associate-Criminal Justice

Job Description

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, writing sample, a relevant work product and salary history 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.