330 Franklin Street, Suite 400 I Oakland, CA 94607
Phone: (510) 488-4345 I Fax: (510) 735-9064
www.RDAconsulting.com

Senior Business Development Specialist

LOCATION: Headquartered in Oakland, CA; must be able to be in the office a minimum of 1 day per week
HOURS: Full time, exempt
SALARY RANGE: $85,000 - $100,000 per year

The Opportunity

RDA Consulting is seeking a highly motivated professional with exceptional communication and technical skills to join our Business Development team as a Senior Business Development Specialist (SBDS). This role requires the ability to identify, develop, and submit work proposals to help secure private and public-sector contracts. You must excel at managing multiple detailed deadlines with minimal errors, collaborate effectively with multidisciplinary teams, and use compelling writing and storytelling to highlight RDA's work.

Responsibilities include supporting all phases of proposal development—from facilitating concept design meetings and drafting budgets and narratives, to coordinating submissions and ensuring all proposal components are aligned. The SBDS also manages inbound service inquiries from the RDA website and marketing activities, organizes interview requests, and works closely with internal business units to craft scopes of work and budget estimates.

The SBDS will co-lead a business unit responsible for two key areas: Competitive proposal development for RDA and fund development and grant writing services for our clients. This work spans from opportunity identification and analysis to proposal planning, writing, editing, and submission for clients and the RDA. The SBDS will also conduct RFP searches, develop and refine/QA content, and contribute to high-level business development strategy.

The ideal candidate is a self-directed, fast learner who brings positivity to the workplace and maintains a high degree of professional discretion. This is an advanced-level position within RDA's Business Development team.

Position and Responsibilities

- Lead pipeline management activities
- Work collaboratively with consulting teams to lead the proposal development process
- Develop and provide pipeline reports on a regular basis
- Review request for proposals (RFPs) daily and forward potential opportunities to Management team
- Update and maintain internal customer relationship management (CRM) system
- Develop and maintain process documentation, file and naming practices, and style guide
- Support the completion of forms and compilation of competitive proposals, including creating table of contents and simple graphics such as tables and charts
- Personally pick up and drop off physical RFP materials and/or response submissions, meeting strict and variable deadlines
- Accurately store digital business development content and other resources
- Other duties as required

About You - Knowledge, Skills, and Abilities

- Demonstrated commitment to social and economic justice
- Ability to engage in bi-directional feedback and demonstrated the ability to be responsive to feedback
- High fluency with Microsoft Office, Google Suite, Monday.com, Zoom, Adobe Suite, and CRM systems
- Experience contributing to proposal/grant/creative/business development writing
- Exceptional attention to detail to support rigorous quality control
- Excellent organization skills, work habits, verbal, and written communication skills
- High level of integrity and confidentiality

- Ability to learn new software applications as needed
- Ability to carry out responsibilities with a growth mindset, incorporating feedback and lessons learned for continuous proposal development improvement
- A quick learner and self-directed team player
- Experience working with culturally and ethnically diverse teams and communities
- Honed time management skills

Minimum Qualifications

- Experience working independently as well as a member or leader of a team.
- Demonstrated multi-tasking abilities.
- Ability to learn new concepts and skills rapidly.
- 5-7 years of relevant experience working in governmental or non-profit organizations (or government/nonprofit management consulting, grant writing, or funding development).
- Advanced degree preferred in writing disciplines, business administration, public policy, or related field; additional work experience may substitute.
- Ability to travel to and work from RDA Consulting's Oakland office a minimum of one day a week.
- Ability to transport physical RFP/proposal and other business development-related materials.

Benefits of Working at RDA Consulting

- Dynamic and collaborative workplace.
- Family-friendly environment with accommodating schedules.
- 100% RDA Consulting-sponsored health, dental, vision, life, and disability insurance for employees.
- 401 (k) and IRA, with RDA Consulting discretionary match after 1 year.
- Pre-tax flexible spending accounts for medical, dependent care, transit, and parking expenses.
- RDA is an Employee Ownership Trust (EOT) and offers the opportunity to participate in shared governance and the potential of profit sharing.
- Access to discounted retail products and services.

WHEN APPLYING

Include a cover letter and writing sample with your resume.

Celebrating Diversity and Inclusion

RDA Consulting is an equal opportunity employer committed to equitable and inclusive hiring practices. We strongly encourage applications from individuals of all cultural backgrounds, religions, gender identities, sexual orientations, ages, and abilities.

Work Location of this Position

RDA Consulting is a hybrid office environment in which many roles provide the option to work at our Oakland, CA headquarters or to work remotely. The decision to allow remote work is based on the requirements of each individual position. If a non-Bay Area candidate is selected for this position, they must be willing to travel and attend meetings in alignment with the Pacific Time Zone as needed to support client and organizational goals.

About RDA Consulting

RDA Consulting, SPC (RDA) is a mission-driven, employee-owned, majority women-managed social purpose corporation. With headquarters in Oakland, CA, we operate across the United States, working to help public and social sector organizations to best meet the needs of their communities.

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RDA's services include research and evaluation, assessment and planning, technical assistance, facilitation, community outreach and engagement, and program design and implementation support. We deliver these services to clients and communities across intersecting public systems, including adult and juvenile justice, public and behavioral health, housing and homelessness, child and family welfare, youth development, adult education, and workforce development. Across our work, RDA prioritizes community engagement to elevate the voices of those most impacted by public systems.

We work at the strategic intersection of applied research and implementation with organizations that are working on the ground to improve equity, access, and opportunity. We hold a big-picture perspective while being pragmatic. We rely on data to inform change and are passionate about addressing complex social issues.