

## **Business Development Director & Senior Associate**

### **Oakland, CA**

Social Policy Research Associates (SPR) is a growing and dynamic research, evaluation, and technical assistance firm engaged in policy analysis of workforce development, employment training, education, philanthropy, youth development, health, and other human service programs. The Director of Business Development is responsible for working with SPR's President to define SPR's vision and approach for strategic business development, increase our competitive position within the field, and oversee the bid and proposal process. In partnership with the Directors of SPR's three divisions—Education; Workforce Development and Human Services; and Philanthropy, Equity and Youth—the Director of Business Development will create and execute strategies for developing new work, building our reputation in the field through strategic engagements with current and potential clients, and maximizing efficiency in our bid and proposal processes.

**Note:** *The Business Development Director is anticipated to fill 40% of a candidate's time; the remainder will include leading and implementing SPR's evaluation projects as a Senior Research Associate.*

### ***Required Qualifications***

An Equal Opportunity Employer, SPR is an organization that values a staff with diverse perspectives and backgrounds. Candidates must meet the following requirements to be considered:

- Completion of a graduate degree in the social sciences, and at least 10 years leading and carrying out evaluation projects within a contract research environment. To complement our existing cadre of senior researchers, preference will be given to those with experience in leading evaluations in early childhood education, education reform, workforce development and/or equity-focused evaluations.
- Familiarity with government procurement processes and typical requirements.
- Track record of spearheading a wide range of successful proposals, including large scale and small scale proposals for public sector, non-profit and philanthropic clients.
- Experience developing organizational systems and processes, as well as managing teams of staff.
- Ability to work under the pressure of competing tight deadlines, in partnership with others.
- Excellent writing, oral communications, and organizational skills are essential. Attention to detail is absolutely critical.

## ***Overview of Job Duties***

In addition to serving as a Senior Associate responsible for leading and carrying out multiple SPR evaluation and/or technical assistance projects, the Business Development Director position will encompass the following job duties:

### ***Business Development Goal-Setting and Strategic Planning***

- Ongoing and active strategic analysis of market opportunities, threats, and challenges.
- In conjunction with other organizational leaders, setting organization-wide business development goals and managing aligned Division strategic planning and goal setting.

### ***Management and Execution of Business Development/Proposal Processes***

- Monitoring of potential business opportunities, and actively supporting teams in successful proposal execution.
- Developing and optimizing proposal development processes and systems that take into consideration the diversity of proposals and opportunities pursued by SPR.

### ***Field-Level Strategy & Positioning***

- Facilitating internal and external shared knowledge about SPR's diverse expertise and experience, including oversight of website content and social media efforts
- Monitoring field developments and changes in the landscape of SPR's public sector, non-profit and philanthropic clients, competitors and partners, including strategic engagements with these groups as appropriate.

**Compensation Package:** Excellent Benefits (including health, dental, vision and 401K plan)

**How to Apply:** Apply through our website at <https://www.spra.com/about-spr/careers/>.

Deadline for all applications is July 21, 2017; we will move forward with promising candidates before that date. No phone calls please.