

ASSOCIATE

(HYBRID)

Job Announcement

***Applications will remain open for submission on a continuous basis until needs are met. To apply, please submit your cover letter and resume to*** [***jobs@webrsg.com***](mailto:jobs@webrsg.com) ***with the job title as the subject line.***

**JOB SUMMARY:**

RSG is seeking an experienced professional in the affordable housing or economic development field with an interest working to improve the communities we serve in California. Our firm specializes in providing housing, economic development, real estate and fiscal health services to over 90 cities, counties, other public agencies, and developers throughout the state. The Associate position is a challenging consulting role, requiring both very strong technical knowledge and the ability to manage multiple and diverse projects for various client assignments. A successful Associate is a natural project manager who is motivated to work efficiently and produce both directly and through team members excellent work products. Candidates who succeed at RSG align with our core values, are quick learners, and are motivated not only by their own professional growth, but the outcomes they can help deliver to our public agency and private sector clients.

RSG’s corporate address is in Vista, California and later this year we will be opening four hubs in California (San Diego, Los Angeles, Oakland, and Corona) where we will be collaborating periodically as a team. In this role, the ideal candidate will be located within commutable distance of the downtown Los Angeles area; however, we will consider candidates within commutable distance from any of our hubs. Our hybrid work environment typically involves 3-4 days a week working from home, 1 day a week working at the nearest hub location, and 0-1 day a week working in the field at client locations in California. Equipment and stipends to support work-from-home capabilities will be provided by the company upon employment.

We are seeking accomplished professionals with at least 6 years of hands-on experience directly administering or implementing one or more of the following programs: CDBG , economic development, affordable housing, or real estate Other desired skills include:

* Oversee and manage all aspects of work
* Excellent verbal and written communication with clients, project managers, and principals
* Good to very good at public presentations
* Preparation of intermediate-level proposals
* Ability to work successfully on teams with all staff and partners

**PRIMARY RESPONSIBILITIES**

Key Tasks

* Manage projects, teams, work products, schedules while keeping Partner-in-Charge informed and updated
* Oversee and direct research and data collection
* Report writing
* Advanced research and data collection (including discovering new data sources and improved research and collection methods)
* Advanced data analysis (including improving analyses methodology)
* Advanced Excel spreadsheet preparation formatting/charts (including excel functions)
* Public presentations/marketing interviews

Consulting

* Constantly identify ways to improve products and services delivered by RSG within the context of each situation and contract
* Listening and adapting to needs of different clients directly
* Model a commitment to sound research, analysis and master the ability to communicate both verbally and in writing
* Promote corporate well-being, ethical behavior, a well-balanced work pace and lifestyle, professionalism, openness and friendliness
* A commitment to improving work products and office efficiencies

**EDUCATION AND EXPERIENCE REQUIREMENTS**

* BA/BS with Master’s Degree or BA/BS with min. 6 years work experience
* Advanced knowledge of MS Office, Word, Excel And PowerPoint
* Proven writing and verbal communication skills
* Proven command of research methodologies
* Leveraging client/network relationships to innovate project work/services
* Proven ability to secure repeat contracts and recognize client needs
* Active participation in one or more professional organizations
* Adaptable to shifts in industry

**Job type:** Full time position (40 hours/week), with benefits accrued according to RSG’s personnel manual, including health insurance, paid time off (vacation, sick leave, holidays), and flexible work schedule policy.

**Salary:** Range is $92,300-$131,500, commensurate with pertinent experience, along with an excellent benefits package.

**ABOUT THE FIRM**

RSG is a creatively charged consultant to California public agencies. We collaborate with the people responsible for creating vibrant places, and propel them toward their goals. The inspired leaders at RSG create stronger communities capable of achieving bolder futures by bringing their more than four decades of native knowledge to each engagement.

As diverse as the agencies we work with, our services span real estate, economic development, fiscal health, and housing initiatives. RSG sets the pace by raising the physical, economic, and social capital of local communities.

At RSG we:

* Craft sincere relationships
* Only see opportunities
* Are driven by determination
* Value the wisdom of our clients - Make investments in ourselves