



Business Development Associate

Cascadia Consulting Group, Inc.

Position in Oakland, CA or Seattle, WA

www.cascadiconsulting.com

Cascadia Consulting Group is a rapidly growing, women-owned, private environmental consulting firm with 30 years of experience developing and implementing innovative solutions to today's environmental challenges. Cascadia works with government, institutional, and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and resilience, energy efficiency, pollution prevention, transportation demand management, water and natural resources management. The Cascadia team brings both established expertise and creative thinking to research and analysis, strategic planning, program design and implementation, outreach, social marketing and behavior change, and evaluation roles. From our offices in Seattle (WA) and Oakland (CA) and remote staff nationwide, we serve clients throughout North America.

At Cascadia, we strive to create an equitable and inclusive environment at all levels of the organization. Having staff and partnerships that reflect the diverse communities we serve empowers us to shape innovative and effective solutions together with those most impacted by social, human, and environmental health challenges.

Position Overview

Cascadia's Business Development (BD) team is seeking a skilled and savvy writer to support deadline-driven BD efforts with outstanding critical thinking, team coordination, and editorial skills. This person will provide BD coordination and support across multiple Cascadia teams, with a focus on solid waste analysis and zero waste services in the Research & Analysis and Communications & Engagement lines of business. Additional tasks may include writing and coordination support for targeted marketing initiatives, relationship tracking and management, and editorial support for client-facing deliverables.

Strong candidates will be comfortable developing clear and engaging prose from notes and outlines, readily identifying client priorities and tailoring content to address them, prioritizing around tight deadlines and balancing competing priorities, proactively setting schedules and coordinating teammates to meet deadlines, tailoring writing styles for specific needs, and maintaining perspective (and humor!) during times of stress. This position will report to Cascadia's Director of Business Development and will be supported by Cascadia's editorial board and graphic design team.

Examples of everyday tasks may include:

- Develop proposal outlines that are responsive to RFP/Q requirements.
- Coordinate proposal writing and development with internal colleagues and external partners.
- Draft original proposal narratives from strategy meetings, notes, and outlines.
- Maintain a digital library of BD materials including project case studies, bios, resumes, and related materials; work with staff on periodic updates to these materials.
- Conduct research on markets and clients to support proactive BD initiatives.
- Writing, coordination, and/or fieldwork support on billable projects for clients (~20% FTE).

Qualifications:

A demonstrated ability to successfully perform the above listed responsibilities typically includes a bachelor's degree and 2+ years of additional education and/or professional work experience that shows a significant portion of this experience and ability:

- Understanding of, and commitment to, Cascadia's mission to "inspire and empower communities everywhere to protect and restore our world" in an equitable and inclusive way.
- Commitment to thinking critically about your own cultural lens and being able to communicate respectfully and effectively with people from a diversity of backgrounds.
- Interest in environmental sustainability, social justice, community development, and/or natural resource issues. Familiarity with solid waste, zero waste, or circular economy topics is desired.
- Degree in journalism, communications, marketing, liberal arts, or other writing-oriented major; or related professional experience, such as proposal or grant writing for mission-driven organizations.
- The ability to track, prioritize, and meet deadlines in a dynamic work environment.
- Effective written and verbal communication skills with the ability to adapt to diverse styles and perspectives.
- Commitment to working both in teams and independently to advance common goals and create high-quality work products.
- The ability to produce responsive, high-quality work with minimal guidance or oversight.
- An eye for design; experience with Adobe InDesign or Illustrator is a plus, but not required.
- Basic to intermediate experience—and a willingness to expand skills—in producing documents with Microsoft Office 365 programs, such as SharePoint, Word, Excel, and PowerPoint, and/or Adobe products.
- Experience using collaborative tools such as Google Drive, SharePoint, etc.

Compensation and Benefits:

This is a full-time, hourly, non-exempt, position, based in our Seattle or Oakland office. The position must be available for local client meetings in either the Greater Seattle or Greater Oakland areas but may otherwise work remotely. Cascadia does have physical office space in both cities and a culture that encourages in-person engagement with colleagues while supporting remote flexibility. Hourly rates are based on experience and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is **\$27.09 - \$39.13** hour. Note: CA rate would be increased by +8% location differential. Initial placement for this position is a Range 2 or Range 3 on our corporate team, with placement and compensation offer dependent on experience and demonstrated skills and abilities through the selection process, and opportunity for advancement.

Cascadia offers a flexible workplace with the potential to work from home and the office, professional development opportunities, and a generous benefit package including health insurance for employees at or above 60% full-time equivalent, 401(k) with an employer match, life insurance, long-term disability insurance, transportation subsidies, flexible spending accounts, generous paid time off (per annum: 3 weeks' vacation, 10 holidays, 9 sick days pro-rated for FTE equivalency), sabbaticals, and paid parental leave. Cascadia also closes between December 25th and January 1st for a company-wide, paid winter break.

To Apply:

Submit a compelling cover letter and chronological resume to the following link: [Apply Here.](#)

Your cover letter should highlight the ability to meet the criteria outlined above, relevant work experience, education, and your interest and passion in this position. Please state where you learned about the position. If your resume does not currently reflect the requested experience, please explain your adjacent skills and/or experience as applicable to this position. Applications will be accepted until the closing date of **Wednesday, January 24th, 2024.**

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, creed, ancestry, height, weight (including obesity), national origin, religious beliefs and practices including the wearing of religious clothing, jewelry or artifacts, and hair styles or body hair which are part of an individuals' observance of their religious beliefs, gender identity (transgender status), sex, sexual orientation, marital status, parental status, domestic partner status, political ideology, age, disability (sensory, mental, or physical – including the use of a trained dog guide or service animal), veteran or military status, medical condition (e.g., pregnancy, childbirth, breastfeeding and/or other related medical conditions; cancer, cancer related illness, or record or history of cancer; HIV/AIDS or Hepatitis C status; gender dysphoria), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), retaliation for filing a whistleblower complaint, retaliation for opposing an unfair practice, or other basis protected by law.