

Job Opportunity

Title: Business Development Assistant

Location: Los Angeles (Metro Area)

Estolano Advisors (EA) is an award-winning urban planning and public policy firm that provides clients with equity-focused solutions to create thriving, healthy, vibrant communities. We are a Latina-owned small business headquartered in Downtown Los Angeles, CA, with staff in the San Francisco Bay Area, the Inland Empire, and the Pacific Northwest. We seek a creative, collaborative **Business Development Assistant** to support our efforts to expand our reach as a mission-driven firm. Under the direction of the Business Development Manager, a qualified candidate will support in identifying and pursuing business development opportunities, responding to RFPs/Qs, and marketing EA's capabilities to various audiences.

EA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law. *This is a hybrid position (partially in-person), with a Return to Office policy in place for every Wednesday (subject to change).*

What we do

- Community Planning
- Equitable Economic Development Strategy
- Transportation and Mobility Policy
- Financing Strategies
- Grantmaking Program Design
- Implementation & Action Plans
- Meeting Facilitation
- Multi-Stakeholder Process Management
- Non-Profit & Joint Powers Authority Management Services
- Philanthropic Advisement
- Policy Education & Training
- Policy Research & Analysis
- Real Estate Advisory Services
- Strategic Planning
- Structuring and Facilitating Community Benefits Agreement Negotiations
- Technical Assistance & Grant Writing
- Workforce Development Strategies

Our Values

Equity and justice. We work with an anti-racist frame that requires us to unlearn biases, pursue knowledge that expands our points of view, and centers the lives of underserved, and excluded communities.

Excellence. We produce consistent, high quality, and thoughtful products worthy of the communities and clients we serve.

Learning and curiosity. We continually expand our breadth of knowledge, evolve our understanding and language, pursue new ideas and models for change, and share learnings with our clients, communities, and collaborators.

Integrity. Honesty, trust, and transparency are critical to what we do. We lead with openness, and we cherish authentic engagement.

Job Description

EA seeks a **Business Development Assistant** to work under the Business Development Manager to coordinate business development activities, elevate the firm's public profile, and expand our reach with new and key audiences. The right candidate will be eager to support the EA team in developing compelling proposals and engaging collateral to secure mission-aligned projects across EA's three practice areas: Climate Resilient Infrastructure, Equitable Economic Development, and Mobility Justice. The right candidate

will be a proactive, detail-oriented, organized, and intellectually curious individual who is looking to blend their interest in urban planning and policy with their skills in clear and creative communication.

As a Business Development Assistant, one will have a dynamic and interdisciplinary set of assignments, areas of work, and responsibilities. The Business Development Assistant will support EA's growing practice in our local markets across the West Coast, and in new cities and regions across the country. Specific duties for the position include:

- Support the development of creative and compelling proposals in response to Requests for Proposal (RFP) and equivalent opportunities. Example activities include preparing qualifications content, compiling proposal materials, and preparing written sections such as cover letters.
- Collaborate with the Business Development Manager to develop a cohesive slate of business development materials, infrastructure, and digital tools to support the firm's business development efforts, including marketing collateral, communications, and proposal development
- Support in developing and submitting conference and panel proposals
- Prepare slide decks and presentation materials to support the team with proposal interviews
- Maintain and update the firm's social media accounts, such as LinkedIn
- Maintain and update the firm's website
- Craft email blasts, announcements, and other communication to clients and other collaborators
- Support the maintenance of contact lists and tracking of metrics to increase engagement with our networks
- Assist with organizing in-person and/or virtual events to showcase the work of the firm and our partners; provide technical support for virtual events
- Stay current on evolving trends in urban planning, equitable economic development, and other policy areas of interest to the firm
- Administrative activities, as needed

Compensation/Benefits

This is a full-time position with a salary range of \$60,000 to \$68,000 per year (based on relevant experience).

Benefits: EA provides 100% employer-paid medical, dental, and vision insurance for employees and qualified dependents (no waiting period for eligibility for medical, dental, vision benefits). EA provides Life and Long-Term Disability Insurance and makes available a Flexible Spending Account option (pretax benefits used for unreimbursed medical expenses, family care etc.). We provide an annual 3% contribution to your 401(k)-retirement plan. Vesting occurs after your first year. We provide partial reimbursement for monthly cell phone service and home internet services, a local transit reimbursement stipend, and an annual professional development budget. Relocation funds may be available.

Paid time off: 5 sick days, 10 vacation days (additional days accrue with tenure), and 18 paid holidays as follows.

- 9 federal holidays, plus César Chávez Day, Juneteenth, and Indigenous Peoples' Day (12 holidays in total)
- One additional day (could be used for a cultural or religious holiday, your birthday, or as an additional vacation day)
- Five days for the last week of December from Christmas to New Years Day

New Benefit Estolano Advisors is piloting a 2024 Flexible Fridays schedule (similar to a reduced work week). This position is full-time, requiring a minimum of 32 hours/week in 2024, with the possibility of a pilot benefit extension.

Time/Duration

This is a full time, salaried position. We are looking for a candidate with immediate availability.

Qualifications

Ideal candidates will demonstrate a commitment to social and racial justice and building thriving, inclusive communities. They want real-world experience and knowledge in a business development role and/or in

urban planning, equitable economic development, mobility justice, and/or climate resiliency and sustainability.

Candidates must have some experience in one or more of the following:

- Urban Planning and Land Use
- Economic Development
- Environmental Policy
- Sustainable Development
- Public Policy
- Transportation Planning
- Workforce Development
- Climate Policy
- Creative Writing
- Communications / Marketing

A Bachelor's Degree and at least one year of relevant work experience (including internships) is required.

Skills

Successful candidates must have excellent written and oral communication skills, creative problem-solving skills, excellent listening skills, a professional demeanor, and the ability to work well in a team setting. They must be highly motivated independent thinkers who are detail-oriented and have a proactive approach to problem-solving. Other demonstrated skills and proficiencies include:

- Ability to effectively manage multiple assignments simultaneously to achieve goals
- Ability to collaborate with a range of team members and external collaborators
- Comfort with working on challenging, deadline-driven projects and a proven ability to complete projects on time
- Familiarity with progressive social change concepts and language, particularly in racial justice and related fields (e.g., poverty, labor/employment, criminal justice, immigration, education, health care, food justice, reproductive justice, LGBTQ rights, etc.)
- Ability to translate high-level and technical concepts to a range of audiences in an accessible way
- Strong proficiency with Microsoft Office (Word, Excel, PowerPoint) and internet research
- Strong proficiency with social media platforms (LinkedIn, Twitter, Facebook) and web development software (e.g., Squarespace)
- Familiarity with Adobe Creative Suite (e.g., InDesign) or other design/visual communication software is a plus

Application Process

To apply, please submit the following materials as a single PDF document to careers@estolanoadvisors.com with "*Business Development Assistant – Los Angeles*" in the subject line. No phone calls please.

1. Cover Letter (must include a mention of which office you will be based, **as well as a reflection on how you have demonstrated EA's values (see page 1) in your professional and academic work**)
2. Resume
3. Writing sample (if part of a group project, indicate sections written by the applicant)
4. PowerPoint sample
5. Examples that showcase experience with web-based applications (i.e. websites, social media pages, newsletters, and/or e-publications) or graphic design software (i.e. Creative Suite)
6. Three professional or academic references (no more than two should be academic)

Applications will be reviewed on a rolling basis until filled. Interviews will be conducted until the position is filled. Those interested are encouraged to apply as early as possible.