

SUMMER ASSOCIATE: Boston or San Francisco

Third Sector Capital Partners, Inc. is a nonprofit advisory firm whose mission is to accelerate America’s transition to a performance-driven social sector. Founded in 2011, Third Sector has established itself as a leading practitioner of Pay for Success (PFS) in the United States. In that time, we have grown from 3 full-time employees to over 30. We work with governments, social service providers, private funders, and other stakeholders to develop and launch PFS projects that improve the lives of people most in need by driving government resources toward proven and effective programs.

- Third Sector constructed and manages the Commonwealth of Massachusetts’s \$27 million Juvenile Justice Pay for Success Initiative, the largest financial investment in a PFS contract in the country
- As government advisor and transaction coordinator, Third Sector helped launch the nation’s first county-level PFS project in Cuyahoga County, OH (Cleveland)
- Third Sector helped launch California’s first PFS project (homelessness focus) in Santa Clara County
- Third Sector has received a three-year, \$1.9 million grant award as part of the Social Innovation Fund’s (SIF) inaugural PFS grant program
 - We are the only full service advisory firm in the country to have received such a grant
 - The goal of Third Sector’s SIF Award is to accelerate the development of PFS projects across multiple levels of government nationwide and to share lessons learned with a broad community of stakeholders to increase adoption of evidence-based policymaking
 - Using this award, we are currently conducting PFS related work with governments, service providers, and funders in the following states: Oregon, Nevada, Washington State, Virginia, California, and Texas
- Third Sector provides advisory services for governments and service providers pursuing PFS projects, including New York State, Illinois, Santa Clara County, CA, Salt Lake County, UT, and Los Angeles County, CA
- Third Sector’s work has been published or cited by the *Economist*, *New York Times*, *Wall Street Journal*, and Federal Reserve Bank of San Francisco, and employees have presented at a variety of conferences including at the White House, Harvard Business School, and international events like SOCAP

Our Services include:

Feasibility and Technical Assistance	<ul style="list-style-type: none"> • Technical assistance to determine program feasibility, stakeholder readiness, prioritization of target populations, and the value proposition for a project • Work with governments to design procurements for PFS project partners, including advising on documents and scoring criteria and advising selection
Project Construction and Fundraising	<ul style="list-style-type: none"> • Work collaboratively with all project stakeholders to drive towards execution of a PFS contract • Develop a workplan, manage project workstreams, funding structure, economic modeling, multi-party contract formation, fundraise from philanthropic and commercial sources, and vet partnership stakeholders
Project Launch	<ul style="list-style-type: none"> • Provide support for the project ramp-up/pilot period, as well as provide ongoing

	project advisory services, including consulting on project management, managing funder relations, monitoring project implementation, and convening oversight meetings
Education and Advocacy Services	<ul style="list-style-type: none"> • Share insights learned to broaden understanding of PFS and to move the nonprofit and government sectors toward higher levels of performance

SUMMER ASSOCIATE POSITION OVERVIEW

As a Summer Associate, you will have the opportunity to join a fast-paced, innovative, and growth-oriented firm advancing PFS across the country. Your responsibilities will include working directly with Partners and Directors on PFS feasibility and project construction assignments and may include project and team management. You will also be given the opportunity to lead and support special projects and initiatives that play a critical role in the firm's growth. **The Summer Associate position will provide compensation commensurate with experience for a 10-12 week internship.**

Responsibilities

Project Support: The primary responsibility of the Summer Associate will be to work directly with Partners and Directors, as well as Associates, to support 1-2 PFS feasibility and/or construction projects. This work will include:

- Preparing for and participating in on-site client presentations and calls
- Supporting overall project/process management with clients and Third Sector resources
- Providing support for specific project workstreams

Specific project work may include:

- Conducting secondary research and primary landscape analysis to surface potential interventions suitable for potential PFS projects
- Developing PFS project related financial cash flow and cost/benefit models for government partners and service providers, including modeling impact scenarios, cost-benefits, and project financial funding structures
- Creating and providing oversight for contracting-related deliverables: including project legal drafting timetables, Memorandum of Understanding (MoU), NDA(s), the PFS Contract, Lender Agreement(s), Project Manager Agreement, the Third Sector Advisory Agreement, the Ramp-up Agreements, and any other ancillary contracts as necessary

Business Development: Drafting grant applications (on behalf of Third Sector and/or our clients), procurement responses, and other PFS business development-related materials.

Special Projects and Initiatives: Providing support and/or leadership for internal projects, including:

- Strategic Third Sector communications
- Operations and systems improvements
- Capacity building projects



- Research-based projects
- [For JD Candidates] Support the General Counsel in the exploration of firm-wide legal considerations, including those related to contract, securities, and nonprofit law

Skills and Experience

We are looking for entrepreneurial MBA, MPP/MPA, or JD students with the highest ethical standards who are comfortable in a fast-paced, hard-working environment and are excited to take on increased responsibilities as part of a growing team.

Successful candidates should have:

- Ability to work at least 40 hours per week during May-August 2016, 10-12 week placement, including travel depending project assignments
- Actively pursuing or graduated with an MBA, MPP/MPA, JD, or other relevant graduate degree
- Previous work experience managing workstreams and/or projects in a team-oriented environment
- Previous work experience in conducting qualitative research, analyzing quantitative data, and organizing and reporting conclusions
- Experience with client-facing roles and responsibilities
- Strong analytical and quantitative skills; advanced Excel and PowerPoint proficiency and financial modeling experience
- Exceptional oral and written communications skills
- A commitment to honest feedback and team performance
- Prior experience working with SAS, SPSS, or Stata (Desired)

Application Instructions

Please send a resume, attached as a single .PDF document, to talent@thirdsectorcap.org with the following subject line: "Application – Summer Associate (Boston **OR** San Francisco)." Please title the attachment "LastName_FirstName.PDF." Additionally, please include within this .PDF document responses to the following questions:

1. Our team is comprised of passionate and talented professionals who are committed to building their careers in the impact space, instead of in more traditional roles. What excites you about Third Sector's mission and direction? (200 words max)
2. Tell us about a time where you worked on a project that required you to conduct qualitative research, analyze data, and present strong actionable recommendations. (200 words max)
3. Share a time when you spearheaded a project or idea through completion. What did you learn? (200 words max)
4. Which Third Sector office location are you applying to work at?
5. Where did you hear about this opportunity?
6. OPTIONAL. Is there anything else you would like to tell us about yourself or your candidacy for this role? Feel free to provide links. (150 words max)

Applications will be due by 5pm PST on January 19, 2016. Applications will be reviewed and interviews conducted on a rolling basis.



Third Sector Capital Partners, Inc. offers a competitive salary commensurate with experience and skills. Third Sector Capital Partners, Inc. does not discriminate against its employees or applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, marital status, familial or parental status, sexual orientation, or protected genetic information.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Further, as we are the recipient of federal grants and as all persons hired may be assigned to work on such grants, we are required to perform a criminal record check after an offer of employment is made.

Third Sector is a proud grantee of the Corporation for National and Community Service's Social Innovation Fund program.