

## OPEN POSITION: DIRECTOR, CLIENT SERVICES

Location: SAN FRANCISCO

### Who we are

Third Sector is working to transform how the public sector allocates over \$800 billion in resources to social programs in America every year. A non-profit advisory services firm whose mission is to accelerate America's transition to a performance-driven social sector, Third Sector has allocated over \$100M in public funds to outcomes-oriented contracts and raised over \$35M in private funding to catalyze this shift. Since 2011, the firm has been a leading practitioner of Pay for Success (PFS) in the United States, and worked in over 20 communities at the state and local level to implement data driven decision-making.

Our work drives government resources toward proven, evidence-based social programs that measurably improve the lives of America's most vulnerable populations. Third Sector works with governments, social service providers, impact investors, and evaluation/data experts to design, fund, and implement outcomes-oriented contracts and practices around the country. We are pleased to partner with organizations like Ballmer Group, Google.org, James Irvine Foundation, Kresge Foundation, New Profit, Sobrato Foundation and Stanford Center on Poverty and Inequality to accelerate our work. The team of nearly 40 employees works from offices in San Francisco, Boston, and Washington, D.C.

### Position summary

Third Sector seeks a highly driven, entrepreneurial, passionate, and rigorous professional to join a fast-paced, innovative, and growth-oriented firm. You will work closely with team members at all levels of the organization to lead and execute client engagements across the United States, providing a combination of strategic oversight and day-to-day management of multiple client-facing teams executing on engagements. You will support or lead business development efforts and government procurement responses driving Third Sector's continued growth. You will identify, provide solutions for, and build internal initiatives that support the firm's people and its growth.

### Qualifications

#### *Experience*

- 8+ years of relevant professional experience:
  - 4+ years Management Consulting required
  - MBA, JD, and/or MPA (or other relevant graduate degree) a plus
- Proven track record of building and training high-performing teams, leading multiple client-facing projects, and producing and managing team production of high quality deliverables
- Experience scoping, budgeting, managing, and executing multiple projects on time, on spec, and on budget
- Experience providing technical assistance to a range of clients, ideally including state and local governments

## ***Hard Skills***

- First-rate individual contributor who authors client-ready deliverables
- Exceptional writing, editing, and verbal communication skills
- Exceptional analytical and quantitative skills, particularly with financial models, large datasets, and excel-based models
- Agility in distilling highly complex ideas into concise and persuasive analysis in multiple formats—spreadsheets, written briefs and reports, visual presentations, and verbal communications
- Rigorous attention to detail and extremely high standards of quality
- Skilled at performing qualitative and quantitative research, identifying critical issues, and presenting well organized conclusions and recommendations

## ***Management Skills***

- Comfortable conversing with, presenting to, and leading teams of diverse stakeholders, including high-level government officials
- Excels at influencing others through verbal and written storytelling
- Demonstrates good judgement in balancing rigorous attention to detail with competing priorities and resource constraints
- Leads, mentors, and builds motivated individuals and teams

## ***Values and Management Style***

- Willing and able to switch gracefully between acting as an individual contributor and overseeing multimillion dollar programs as needed
- Deeply committed to teaching others and passionate about developing and building skills of others—from junior to senior team members
- Able to thrive in ambiguous environments and remain focused and productive without external direction
- An entrepreneurial and proactive outlook in seeking out opportunities for improvement – both as a professional and for the benefit of Third Sector
- Aligned with Third Sector’s core values of Respect, Rigor, Resourcefulness, Results, and Reflection
- Genuinely passionate about Third Sector’s mission and work to advance America’s transition to a performance driven social sector

## **Application process**

Please submit a resume, cover letter, and portfolio of original work (2-page writing sample, 8-20 slide deck on any subject, and a financial model) to [talent@thirdsectorcap.org](mailto:talent@thirdsectorcap.org).

If for any reason you are unable to provide the work samples requested, we are happy to consider your application but please include a brief explanation indicating why you are unable to provide the materials at this time.