

OPEN POSITION: DIRECTOR

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 is seeking a highly driven, entrepreneurial, passionate, and rigorous professional to join a fast-paced, innovative, and growth-oriented firm. As a Director, 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 senior 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.

Where this position sits in Third Sector

Third Sector's organizational structure recognizes the specific roles and responsibilities of each level.

- Our Managing Directors provide executive level strategic and operational leadership for the organization.
- Our Directors provide senior leadership to our client engagements and managerial support to our Managing Directors.
- Our Managers provide day-to-day overall project leadership, often across multiple engagements
- Our Associates (this role) support our Managers by providing leadership across one or more client facing project work streams.

Why this position is so important to Third Sector

Directors at Third Sector provide crucial leadership and support to our project teams, clients, and Managing Directors. On a day-to-day basis, our Directors are...

- Acting as Senior Project Resources for 3 to 5 client facing projects by:
 - **Engagement Planning:**
 - Leading scope of work discussions and the execution of a consulting contract between Third Sector and the client;
 - Liaising with our business development team to ensure our that our consulting engagements are fully funded;
 - Providing strategic and operation guidance to the project Manager, especially around work stream planning, delegation of tasks, and budgeting.
 - **Engagement Management Oversight :**
 - Ensuring, on an on-going basis, that the engagement is being delivered on-time, on-spec, and on-budget;
 - Troubleshooting any issues and risks on behalf of the Manager and Associate;
 - Acting as the client relationship lead, regularly checking in with the client to ensure that the engagement is moving in the right direction.
 - **Engagement Execution Guidance and Quality Control:**
 - Leading the structuring of new quantitative and qualitative analyses;
 - Ensuring the highest standards for quality, rigor, and attention to detail in our analyses and client facing materials/deliverables.
 - **Technical and Subject Matter Expertise:**
 - Providing technical (e.g. contracting, evaluation methodology) and/or issue area subject matter expertise to clients and the Third Sector project team;
 - Serving on the engagement’s steering committee alongside senior client stakeholders.
 - **Future Business Development:**
 - Sourcing follow-on work from with our existing clients;
 - **Team Development:**
 - Ensuring that Third Sector Managers and Associates are developing their skills and feel empowered to take on more responsibility within an engagement.
- Providing internal initiative leadership across human resources, operations, legal counsel, business development, etc.;
- Sitting on Third Sector’s Management Team, providing operational support to our Managing Directors in the running of Third Sector’
- Acting as career managers to our Managers;
- Act as our office spiritual leaders, ensuring that all of our team members are able to bring “their best selves to work” every day.

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 all materials to talent@thirdsectorcap.org. Please clearly label each file with your name and a brief identifier of what the file is.

1. **Step 1:** Please submit your resume and a cover letter detailing your interest in Third Sector and the position.

2. **Part 2:** In this position, you will be providing senior leadership to our project teams and clients. This work will see you building and reviewing client facing slide decks as well as guiding the development of Excel based financial/economic/data models. As such we are looking for a Director with impeccable attention to detail, an ability to communicate complex topics clearly and persuasively, and a technical acuity around Excel based modelling. Please submit the following original documents:
 - a. 2-page writing sample
 - b. 8-20 slide PowerPoint deck on any subject of your choosing
 - c. Excel based Financial, economic, or data analytics model
 - d. **Please note:** We are sensitive to confidentiality issues, so please feel free to anonymize the materials you send over.

Please Note: If you are unable to provide the samples and responses requested or do not meet the minimum experience qualifications listed above, we will not be able to consider your application.