

## Job Description: Summer Manager in San Francisco or Boston

### WHO WE ARE

We are a non-profit advisory firm whose mission is to accelerate America's transition to a performance-driven social sector. Founded in 2011, Third Sector has positioned itself as a leading practitioner of Pay for Success (PFS) in the United States. Third Sector drives government resources toward proven, evidence based social programs that effectively improve the lives of America's most vulnerable populations. We accomplish this by working with governments, social service providers, impact investors, and evaluation/data experts to design, fund, and implement Pay for Success contracts and best practices around the country. Third Sector has nearly 40 employees with offices in San Francisco, Boston, and Washington, D.C.

### THE ROLE WE ARE HIRING FOR

We are looking for highly driven, entrepreneurial, passionate, and rigorous MBA, JD, or MPA students to join us this summer to help us advance PFS across the United States. Your responsibilities will include working directly with Third Sector Managing Directors, Directors, Managers and Associates on multi-stakeholder, outcomes-oriented PFS engagements around the United States. Additionally, you may be given the opportunity to lead and support special projects and initiatives that play a critical role in the firm's growth. The Summer Manager position will provide compensation commensurate with experience for a 10-12-week internship. Depending on your performance and Third Sector's needs, there may be the opportunity for full time employment.

More specifically, the Summer Manager role focuses on...

- PFS Engagement Support: The primary responsibility of the Summer Manager will be to support 1-2 on-going PFS client engagements. This work will include:
  - Preparing for and participating in on-site client presentations and calls
  - Supporting overall project management with clients and Third Sector resources
  - Providing direct support for and possibly leading specific PFS project workteams (e.g. economic modelling, social outcomes data analytics, outcomes-oriented contract design, etc.).
- New Business Development: Drafting business development proposals, government procurement responses, and supporting other business development materials.
- Special Internal Projects & Initiatives: Providing support/leadership for internal projects, including:
  - Strategic Third Sector communications
  - Operations and systems improvements
  - Social issue area research
  - Third Sector business strategy
- [For JD Candidates] Support the General Counsel in the exploration of firm-wide legal considerations, including those related to contract, securities, and nonprofit law

### WE'RE LOOKING FOR SOMEONE WHO HAS/IS...

- 4+ years of relevant professional experience:
- Management Consulting and/or Investment Banking experience preferred
- Currently enrolled in an MBA, MPA, and/or JD program;
- A demonstrated ability to manage complex client-facing workstreams with limited senior support;
- Exceptional critical thinking and problem-solving skills;
- Exceptional analytical & quantitative skill set, with experience working with large data sets and multi-tab Excel based models;
- A demonstrated ability to conduct & direct qualitative and quantitative research, identify critical issues & present well-organized conclusions & recommendations;
- Exemplary written & verbal communication skills;
- Rigorous attention to detail & the highest quality standards to their work;
- A passionate & collaborative attitude with a commitment to building the skills of others;
- Entrepreneurial & proactive in seeking out opportunities for improvement – both as a professional and for the benefit of Third Sector;
- A strong commitment to our core values of Respect, Rigor, Resourcefulness, Results & Reflection

More specifically, we think of a successful Summer Manager as someone who...

- Thrives in ambiguous environments, with an ability to remain productive and effective even when there is no clear direction;
- Takes a highly structured hypothesis driven and goal focused approach to problem solving;
- Can analyze and interpret government data sets (budget, population, outcomes data, etc.) to address project hypotheses;
- Can design, build and manage complex, excel based economic/financial models
- Can distil highly complex ideas into concise, persuasive, and articulate professional written (email, Word, PowerPoint) communications;
- Is comfortable conversing and presenting to diverse audiences, including high-level government officials, with an ability to influence through verbal and written storytelling;
- Has a teaching mentality, with a strong commitment towards the development of junior team member talent;
- And above all, is genuinely passionate about Third Sector's mission and work to advance America's transition to a performance driven and more impactful social sector!

## OUR HIRING PROCESS:

Our hiring process is designed to give candidates insight into the nature of the challenges that we face in our daily work and bring into focus the candidates that we have learned will be most successful in this role and in our organization. There are three phases in our process:

- **Phase 1:** 30-minute critical thinking case interview to assess candidate critical thinking
- **Phase 2:** 60-minute PFS case interview to assess client facing skills
- **Phase 3:** Final 60-minute video interview to assess candidate management and leadership style

The interview dates will be as follows:

- **Phase 1:** Friday, November 10
- **Phase 2:** Friday, November 17 between 10 am & 12 pm Pacific or 1 pm & 3 pm Pacific
- **Phase 3:** The week of Monday, November 27

## APPLICATION INSTRUCTIONS

We intentionally do not ask for a cover letter as part of your application. We believe that cover letters aren't always the best medium to understand your passion and fit for the role. As such, we ask that you please submit the following questions:

- **Question 1 (200 words):** What draws you to our work?
- **Question 2 (100 words):** Imagine that you in Sacramento and are sharing a brief elevator ride with the Chief of Staff for the Governor of California. What luck! You have been trying to get a meeting with the Governor's Office for months to convince them of the merits of Pay for Success in California. Here is your thirty-second chance to explain what Pay for Success is and why it should matter to the Governor, and all Californians. In 100 words or less (typically 75 words fit into a 30 second pitch), please lay out your Pay for Success elevator pitch as if the Governor were to read this.
- **Question 3 (250 words):** In your view, what are the top 3 risks that could stop PFS from being widely adopted in the social sector and what are your ideas to mitigate those risks?
- **Question 4 (150 words):** If you could pick one social outcome to change, what would it be and why?
- **Question 5 (250 words):** What would you do in the following case? Please describe your approach (including rationale) and then draft a mock email to the client:
  - The project is at a critical juncture to choose the social outcomes to be addressed by the PFS intervention that you have been working to implement
  - This will be a difficult decision and you need all the key client stakeholders in the room
  - To keep on time for project delivery, the meeting needs to be scheduled 2 weeks from now
  - You have sent 2 emails to the client over the past week asking to finalize the Steering Committee meeting but have received no response
  - You need to make travel plans or tickets will become too expensive
  - On top of that, you need to finalize attendees and on-the-ground logistics
- **Question 6:** How did you hear about this opportunity?

Please submit your responses to the above questions in PDF form along with your resume to [talent@thirdsectorcap.org](mailto:talent@thirdsectorcap.org) with the following subject line: "Application – Summer Manager (Boston/San Francisco)." Please title the attachment "FirstName LastName Application.PDF."

**Applications will be due by 12:00 AM PST on October 18, 2017. Applicants will be notified by Friday, October 27, 2017.**