



## Job Description

### Summer Manager – Boston and San Francisco

### Summer 2020

#### WHO WE ARE

Third Sector is a 501(c)(3) nonprofit organization that is transforming the way communities connect people with human services. We partner with governments, service providers, and their partners to generate positive, measurable outcomes for the people they serve using public funding and data. We work alongside communities to help build a future that includes improved educational opportunity, economic mobility, housing stability, and physical and mental health. When our work is complete, organizations entrusted to use public and private funds will have the systems, tools, and data to do more and do better for their communities.

Since 2011, we have worked with more than 40 communities and transitioned over \$800 million in public funding to social programs that measurably improve lives. Our team of more than 50 employees works out of offices in Boston and San Francisco, and is united by our core values (Respect, Rigor, Resourcefulness, Results, and Reflection) and our commitment to diversity, equity, and inclusion.

#### THE ROLE

We are seeking highly driven and passionate candidates who are in the process of completing or recently completed a postgraduate degree program to join our fast-paced firm for a 10-week summer internship. During your summer with us, you will work on active client engagements and you may also be given the opportunity to assist with internal or external initiatives that drive the firm's growth. We view this program as an opportunity for individuals who are interested in our work to get first-hand experience of Third Sector and to have the opportunity for full-time employment with our team, subject to their performance and their interest, after completion of the internship.

Each Summer Manager will be provided a stipend of \$10,000 less deductions required by law for the 10-week internship.

Imagine that on your first day as a Summer Manager at Third Sector you are staffed on a six- to eight-week project for a health and human services agency based in Boston. You are helping the agency develop recommendations to improve a healthcare program for high-risk pregnant women, with the goal of improving health and wellness outcomes for mother and child. Your typical day may include:

- Checking-in with your Third Sector Project Lead to review your upcoming presentation to a group of agency representatives during a workshop on outcomes-oriented program design;
- Traveling to the agency and facilitating that workshop;
- Debriefing with your team afterward to highlight key takeaways and determine next steps;

- Working with your team to develop new incentive structures for achieving improved outcomes for high-risk pregnant women and their babies;
- Attending a Diversity, Equity, and Inclusion meeting to discuss how to maintain a racial equity lens in both our internal work and our work with clients;
- Grabbing coffee with your Third Sector Career Manager to discuss feedback received from your team members and your progress on internship goals you've set.

Summer Managers at Third Sector have the opportunity to build upon and refine the following skills:

<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Create and manage project plans that achieve stated project goals</li> <li>• Produce and deliver client-ready content within set deadlines</li> <li>• Think critically about project opportunities and gaps</li> <li>• Allocate resources and delegate tasks effectively</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Understand and manage interpersonal dynamics with sensitivity to client priorities</li> <li>• Exhibit strong critical thinking and ability to advance equitable solutions to client problems</li> <li>• Communicate clearly with multiple stakeholders in a proactive and timely manner</li> <li>• Be comfortable with travel to client sites (typically no more than two trips over the 10-week internship)</li> </ul>
<b>Data Analysis</b>	<ul style="list-style-type: none"> <li>• Design and conduct research, including gathering data and structuring quantitative and qualitative analyses</li> <li>• Synthesize information, identify data patterns, and provide actionable recommendations</li> </ul>
<b>Teamwork &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Collaborate respectfully, openly, and inclusively with team members</li> <li>• Actively listen with an open mind and exhibit a deep commitment to respecting diverse viewpoints</li> <li>• Challenge team members by asking hard questions and integrating different perspectives</li> <li>• Seek and provide feedback to embrace a culture of learning and continuous improvement</li> </ul>

## HOW WE RECRUIT GREAT TEAM MEMBERS

Our process may differ from your past recruitment experiences. We are committed to creating a process that is equitable and inclusive and that helps us build a diverse team. We will not ask you for a cover letter and we will only ask for your resume/CV at the final round interview stage.

We use scenario-based exercises throughout our recruitment process to expose you to our work and to evaluate your potential to contribute to the firm. Our recruitment process stages are outlined below. Once the interview process begins, it typically takes 5-7 weeks for final decisions to be made and communicated. Please see below:

Your Expression of Interest	30-Minute Phone Interview	60-Minute Phone Interview	60-Minute Video Conference Interview	Communication of Results
Application submitted and initial screening process begins	Assesses interest in the field and problem solving approach	Assesses critical thinking and client management skills	Assesses project management skills and culture add  *Resume/CV request	Decision on hiring provided

*At Third Sector, we value diversity, equity, and inclusion. We believe that diversity leads to better solutions for the difficult social challenges we tackle, for the clients we serve, and for the communities we impact. We are committed to providing equal opportunities and approach recruitment in an impartial manner, without regard to an individual's race, ethnicity, color, religion, gender, gender identity, sexual orientation, national origin, disability status, income status or any other characteristic protected by law.*



## START YOUR APPLICATION

Please respond to the questions below in a Word document and save it as a PDF document once complete. Then, fill out [THIS FORM](#) by uploading your PDF document containing your responses to the form and responding to the other questions to complete your submission. The deadline to submit your application is **January 31, 2020 at 11:59 PM PT**. If you have any questions or concerns, please reach out to the Recruitment Team via email at [talent@thirdsectorcap.org](mailto:talent@thirdsectorcap.org).

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### Application Questions:

1. Why are you interested in this role and our work? How would this role help satisfy your professional and/or personal development goals? (200 words max)
2. Skills & Experiences (500 words max)

*In the job description for this role, our team highlighted some of the skills that Summer Managers at Third Sector need a foundation in to get started with us. Summer Managers can expect to build upon and refine these skills during their 10 weeks with us. In the table below, please fill in the empty cells with your professional, academic, and personal experiences that have helped you develop the necessary skills to get started in this role. Please use **specific examples** to help illustrate your skills development. You may find it helpful to use your resume/CV to help fill out the chart.*

<p><b>Project Management:</b> Our Managers are responsible for creating plans with our clients for executing on the agreed upon project goals within a specific time frame and budget. The Manager then oversees the execution of the work and adjusts the plan as necessary to adapt to changing client or Third Sector needs.</p> <p><i>Please provide examples of any professional, academic, and/or personal experiences that you have had that required you to manage a project.</i></p>	
<p><b>Stakeholder Management:</b> Our project teams work with many different groups to execute on project goals including service providers, government officials, funders, and more.</p>	

<p><i>Please provide examples of any professional, academic, and/or personal experiences that you have had that required you to manage the needs and priorities of multiple parties at once.</i></p>	
<p><b>Data Analysis:</b> Third Sector advises its clients on how to use data to make decisions that improve outcomes for the people they serve. We also synthesize information to develop informed recommendations for our clients.</p> <p><i>Please provide examples of any professional, academic, and/or personal experiences that you have had that required you to design and conduct research, gather data, and/or conduct analyses of information.</i></p>	
<p><b>Teamwork &amp; Collaboration:</b> Our work requires us to work together with diverse teams, to actively listen to each other and provide and seek feedback, and to advance project goals by asking thoughtful questions and learning from each other.</p> <p><i>Please provide examples of any professional, academic, and/or personal experiences that you have had that required you to work with a team to achieve a specific goal.</i></p>	

3. How did you hear about this opportunity? (no word limit)