

Job Description Project Associate Spring 2021

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 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 our 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 40 employees is united by our mission and our commitment to becoming an anti-racist organization.

THE ROLE

We are looking for highly driven, entrepreneurial, and equity-focused professionals who are deeply passionate about working with government and communities to create a more just and inclusive society. Your primary responsibility will be to work on client engagements focused on outcomes-oriented contracts. These engagements use public funding and data as levers to enable government, providers, and their partners to work with and improve the lives of the people they serve. You will work with Managing Directors, Directors, and Managers on client engagements. You will also play an integral role in pursuing business development opportunities, writing proposals, and supporting internal initiatives driving Third Sector's continued growth. Above all, you will apply your passion for social change and your unique lived experiences to the advancement of our mission.

What is in a day's work at Third Sector? Imagine that on your first day as an Associate you are staffed on an 18-month engagement with a California-based health and human services agency. You and your project team have been tasked with working with the agency, clinical experts, service providers, and their clients to completely transform how the agency designs, funds, and contracts for mental health services. The goal of the project is to use new outcomes-oriented contracts to improve the mental and medical health, housing stability, and overall wellness and independence of those individuals suffering from severe mental illness. By the end of the project, your team will have led the agency in developing over 30 new outcomes-oriented mental health contracts that align provider services, funding, and financial incentives with the improvement of life outcomes for those served.

Your typical day might begin with a check-in with your Project Lead to review your upcoming presentation to a group of service providers and agency representatives for a workshop focused on outcomes-oriented program design. You would then facilitate that workshop (for now over Zoom, and in the future this could take place in-person at the agency), debriefing with your team afterward to highlight key takeaways and determine next steps. Your day ends with grabbing a “virtual coffee” with another Associate to catch-up and exchange stories about your respective projects. The next day, you may work with your team to develop new service provider incentive structures for achieving improved mental health and housing stability outcomes.

At Third Sector, each day presents new and exciting challenges. Please visit our [website](#) for additional examples of our outcomes-oriented work with communities.

YOUR EXPERIENCE

0-3 years of professional experience in a role that includes:

- Delivering well-structured quantitative and qualitative analyses that include the development of actionable insights from data and/or stakeholder engagement efforts
- Working as part of a collaborative team with a record of increasing responsibility over time
- Communicating clearly and persuasively using multiple verbal and written formats (e.g. PowerPoint, memos, emails)
- Working under general supervision while regularly exercising discretion and independent judgment

YOUR SKILLS AND COMPETENCIES

Our work is analytical, collaborative, and challenging. Successful Associates are creative team players who effectively collaborate with others to produce client-ready content, are committed to their own learning and growth, and possess the following skills and competencies:

Research, Data Gathering, and Critical Thinking: An ability to independently design and conduct research, gather data, structure quantitative and qualitative analyses, and engage diverse stakeholders to gather input and draw actionable recommendations.

Written and Verbal Communication: Strong written and verbal communication skills with an ability to create original written content and deliver verbal presentations in multiple settings.

Leadership and Project Management: Collaborate with project teammates on client work while managing own workflow and designated work streams independently.

Creativity, Initiative, and Thought Leadership: Exhibit strong problem-solving skills and proactively contribute to identifying ways to expand Third Sector’s impact and technical assistance approach.

Active Listening and Commitment to Equity: An ability to listen with an open mind, develop trusting relationships with clients and colleagues, and possess a deep commitment to advancing racial equity personally and through our project work.

Learning Mindset: A desire for continuous improvement and a foundation of self-awareness that provides space for learning and growth for you and your colleagues.

HOW WE RECRUIT GREAT TEAM MEMBERS

We use scenario-based exercises throughout our recruitment process to expose you to our work and to evaluate your potential to contribute to our team. Our recruitment process stages are outlined below:

1. Resume/CV submitted for initial screening (see instructions below)
2. Application questions completed and discussed during first round interview to understand your interest in the position and to assess your critical thinking and problem-solving skills
3. Second round interview to assess your critical thinking, analytical, and communication skills
4. Professional references requested
5. Third round interview with a member of our Executive Team to understand what lived experiences and skills you will bring to Third Sector
6. Offer issued

Note: About midway through the interview process, all candidates will be connected to a Third Sector team member and you will be given the opportunity to ask them any questions you have about their experience working here, their work on client projects, how they've experienced our equity journey, etc. *This conversation will not be used to evaluate candidates in any way.* This conversation is meant to serve as an open and honest opportunity for candidates to learn more about our culture and work environment before progressing to the final stages of the interview process.

We are committed to transparency throughout this process. We understand that interviewing can be stressful and aim to minimize that stress and uncertainty. To give you a sense of timing, steps two through six above typically take five to seven weeks.

This is a full-time position. The FLSA status for this position is exempt with a salary range of \$57,500 to \$71,500. Starting salary is determined by experience level within this range and location. Third Sector also provides competitive benefits including medical, dental, and vision benefits, life insurance, a 401K plan with a 4% match, technology stipend and technology support services and more.

The intended start date for this position is as soon as possible.

We welcome applicants from anywhere in the continental United States. During the coronavirus pandemic, Third Sector staff are all currently working from home until September 2021. We currently

have offices in Boston and San Francisco but living in or being willing to relocate to Boston or San Francisco is not required for this position.

Candidates will be reviewed on a rolling basis. This search is being managed by Larnell Vickers Enterprises. Interested candidates should submit a resume/CV to careers@larnellvickers.com to apply.

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.