

## **Job Description**

### **Associate, Partnerships & Business Development**

### **Summer 2021**

#### **WHO WE ARE**

Third Sector is a 501(c)3 nonprofit organization with a mission to transform public systems to advance improved and equitable outcomes for people that engage 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 \$1 billion in public funding to social programs that measurably improve lives. Our team of more than 50 employees is united by our mission and our individual and collective commitments toward dismantling systemic racism in the United States.

#### **THE ROLE**

We are looking for a driven, entrepreneurial, and equity-focused professional who is deeply passionate about working with government to create a more equitable and prosperous society where everyone can thrive. Your primary responsibility will be to play an integral role in pursuing business development opportunities, writing proposals, and supporting internal initiatives driving Third Sector's continued growth. This work will support our continued approach to cultivating new and existing partnerships that allow us to serve more clients. You will support and partner with staff across the organization, and external partners, on the cultivation, tracking, reporting, and proposal development for a variety of partnership and business development initiatives.

You will also help manage the organization's pipeline of opportunities in Salesforce and build-out of organization-wide proposal tools and processes. As an integral member of the Partnerships and Business Development team, you will share responsibility for securing the organization's annual revenue goals of \$9+ million that come from a diverse mix of sources including the federal government, state/local government, and philanthropy. 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? You start the day supporting a Director in writing a proposal for new work focused on child care funding in Louisiana. You then spend time updating the organization's business development pipeline in Salesforce and running reports for the pipeline review meeting later that week. In the afternoon, you collaborate with the Communications team on updates to capabilities

statements across multiple issue areas where Third Sector has worked, including mental health, early childhood, and workforce. You finish the day joining a business development call with a national agency focused on workforce issues with one of the Managing Directors, taking notes on action items and supporting the Managing Director in following up after the call.

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 content that is suitable for external audiences, 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 staff at all levels, and external partners, on proposals and other business development initiatives 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 business development.

**Active Listening and Commitment to Equity:** An ability to listen with an open mind, develop trusting relationships with partners and colleagues, and possess a deep commitment to advancing racial equity personally and through our business development 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 and business development, 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 four to five 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 [recruitment@larnellvickers.com](mailto:recruitment@larnellvickers.com) to apply.