

Job Description

Manager, Federal 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. Every year, the U.S. spends \$billions on public systems to help people in need of health, housing, workforce training, nutrition, education and other services. Your job at Third Sector will be to help more agencies engage our support in using these funds in ways that improve life outcomes for people - especially those individuals that, due to structural racism, have been underserved or marginalized.

As the Manager of Federal Business Development, your primary responsibility will be to cultivate new and maintain existing partnerships and projects with federal government agency leaders within the U.S. Departments of Health and Human Services, Labor, Agriculture, Justice, and others. Another responsibility involves leading proposal development in partnership with state and local agencies to apply for federally funded grants. You will 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.

You will work most closely with the Director of Federal Business and the Managing Director of Partnerships & Business Development. You will also coordinate with other parts of the organization, including the organization's Executive Team, Directors, and project teams. Above all, you will apply your passion for social change and your unique lived experiences to the advancement of our mission.

At Third Sector, each day presents new and exciting challenges. Whether you chose to work remotely or join one of our offices in Boston or San Francisco, you will join an organization full of passionate, hard-working individuals committed to our mission, collective and individual anti-racist journeys, and the power of person-centered engagement. Please visit our [website](#) for examples of our outcomes-oriented work with communities.

YOUR RESPONSIBILITIES

Manage Federal Business Development, Advocacy and Client Cultivation (75%)

- Help shape and implement an annual federal business development strategy
- Write concept papers, grant proposals, blogs, capability statements and other content to share with prospective clients, partners, journals and other audiences
- Develop PowerPoint decks and facilitation guides and present these to various stakeholders
- Actively position for, capture, and pursue competitive grants and contracts from civilian human service agencies
- Support advocacy efforts to increase the focus on outcomes in how Congress and federal government agencies design, fund, measure, manage, evaluate and learn from human services
- Partner with Communications and project teams to elevate the work of Third Sector to a federal audience while amplifying the voices and perspectives of our state and local partners as well as the individuals participating in social programs
- Manage a pursuit pipeline including up-to-date recording and regular reporting on the status of various federal pursuit opportunities
- Liaise with project teams to identify and manage partnerships with state and local agencies in pursuit of federal grant opportunities
- Advance Third Sector's anti-racist vision and implementation principles individually and within federal business development

Manage Partnerships & Business Development Pipeline, Reporting, and Tools (25%)

- Lead development of proposal development tools and templates and other resources
- Coordinate and collaborate with Third Sector's Communications team (internal staff and external partners) on marketing and advocacy initiatives

YOUR EXPERIENCE

5-8 years of relevant professional experience in business development, non-profit management, federal advocacy, or other related experience that includes:

- Demonstrated stakeholder engagement experience with demonstrated skills in bringing diverse actors together around common goals and outcomes

- Proven ability to take initiative, lead teams, manage external partners, and foster collaboration
- Proven ability to lead proposal development, including writing and budgeting
- 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)
- Experience using and managing customer relationship management systems
- Lived experience with public systems as a participant or an administrator

YOUR SKILLS AND COMPETENCIES

Our work is analytical, collaborative, and challenging. The selected candidate is a creative team player who effectively collaborates with others to produce content, is 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 BD-focused 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 ability to creatively develop new project ideas and describe Third Sector's value in a variety of settings to different audiences.
- **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 further 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 BD and 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 four to five weeks.

This is a full-time position. The FLSA status for this position is exempt with a salary range of \$85,500 to \$106,500. 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 to apply.