

Job Description
Project Director
Last updated April 2025

WHO WE ARE

Third Sector Capital Partners, Inc. is a national nonprofit technical assistance organization advising our government agencies on how to reshape their policies, systems, and services toward better outcomes for all people, regardless of race, background, and circumstances. Founded in 2011, Third Sector is a 501(c)3 organization that has worked with more than 50 communities to deploy more than \$1.8 billion of government resources toward outcomes. Third Sector's consulting engagements are organized into five Practice Areas - Workforce Pathways, Postsecondary Opportunity, Early Childhood, Diversion and Reentry, and Behavioral Health - and help government agencies to:

- Better use data to understand the impact of their programs
- Improve the way they contract for services
- Allocate resources to support underserved populations
- Collaborate with community stakeholders and partner agencies to improve services

Third Sector unlocks possibility, confronts inequity, and catalyzes change to benefit the people and places our government, community-based, and philanthropic partners serve. We do this by co-creating projects with our partners, understanding the root causes of inequity, implementing data-driven and community-driven solutions, and setting up sustainable systems for continuous improvement to ensure that governments can do this work with their partners after their engagement with Third Sector ends.

THE ROLE

OVERVIEW

We seek highly driven, entrepreneurial, and equity-focused professionals passionate about working with government and communities to create a more just and inclusive society. You will guide client engagements focused on using public funding and data as levers to enable government agencies and community-based organizations to improve the lives of the people they serve.

All Directors are assigned to a "primary" Practice Area (PA) and a "secondary" PA to focus their time and efforts and ensure that each PA has Directors with subject matter expertise and experience to lead project work. Directors typically lead three projects across the two PAs, and support various strategic functions with their primary focus PA Managing Director. Those functions include Partnership and Project Development strategy and opportunities, impact measurement and learning efforts, communications initiatives, and people development. Directors will also collaborate on work in their secondary PA and org-wide capacity building, as necessary.

A typical project team includes three people: an Associate (Project Support), a Manager (Project Lead), and a Director (Senior Project Resource, or SPR) who deliver consulting services to Third Sector's clients. Directors guide client engagements and teams, while Managers are responsible for developing and managing the execution of project efforts and activities. More complex projects have larger teams (6-12 people) depending on the scope. The project length typically ranges from about 6-18 months. As a Senior Project Resource (SPR) of project teams, you will drive innovative problem-solving for clients, manage complex client and stakeholder interactions, and ensure the excellence of client deliverables.

RESPONSIBILITIES

Responsibilities of this role include, but are not limited to, the following:

- **Project Delivery Leadership: Directors guide project strategy across three projects simultaneously, driving innovative problem-solving for clients, managing complex client interactions, and demonstrating forward-thinking leadership.**
 - Guiding the strategy development for high-impact government engagements, including identifying innovative approaches to address complex challenges in systems change efforts.
 - Guiding and overseeing the implementation of projects (on time and within budget) while fostering team member collaboration and ensuring the excellence of client deliverables.
 - Championing organizational impact and learning efforts, guiding teams through internal project impact/evaluation processes, and ensuring work aligns with impact goals and achieves measurable results.
 - Serving as direct supervisors to the Managers (Project Leads) on their teams and mentoring and coaching Managers by providing guidance and feedback on complex project tasks and actively contributing to their growth.
- **Communications: Responsible for thought leadership and sharing project learnings across the organization in line with knowledge management efforts to advance the organization's mission.**
 - Demonstrating thought leadership in the community and among government, philanthropic, and academic peers based on learning and insights from project work.
 - Providing, as needed, excellent verbal and written communication in online and offline content (like blog posts, case studies, and op-eds, or participation in conference presentations) and providing insight into Practice Area- and project-specific message development in partnership with Practice Area Managing Directors and the Managing Director of Communications.
 - Providing leadership for organization-wide knowledge management initiatives by elevating learnings and themes from project work, resources, and materials.
- **Partnership and Project Development (PPD): Identify opportunities, foster relationships, develop proposals, and secure new scopes of work.**

- Spearheading partnership and project development initiatives in line with Third Sector's project development guidelines, including proactively identifying opportunities, crafting compelling proposals with staff input, and securing new scopes of work that contribute to the growth and sustainability of the organization.
- Fostering strong relationships with key stakeholders, contributing to the renewal of funding opportunities, and maintaining a robust national network to support the organization's work.
- **Organizational Leadership: Contributes to onboarding, training, strategic communications, and coaching and mentorship across the organization.**
 - Providing visionary organizational leadership by actively strengthening project work and team experiences. Providing leadership in onboarding, training, and strategic communications and playing a pivotal role in coaching and mentorship initiatives to foster a culture of growth and excellence.
 - Collaborate with and report to Managing Directors of Practice Areas (MD PAs). Their collaboration includes project strategy, new opportunity development, and thought partnership on impact measurement efforts. MD PAs ensure Directors receive effective support and supervision, contributing to their professional development and success.

Ideally, all of these efforts will build on your *current* network of government agencies and the new relationships you seek to develop for yourself, our practice areas, and your project teams.

Note: This listing represents the majority of day-to-day responsibilities in this role, but other duties may be assigned as needed.

CANDIDATE PROFILE

EXPERIENCE

We seek someone with a proven track record of more than five years in progressively responsible roles in project management, consulting, or related fields. Must have a successful history of leading and delivering complex projects with diverse stakeholders, particularly in the government or nonprofit/social sector. Demonstrated ability to concurrently manage multiple client projects, ensure adherence to organizational processes, and consistently deliver high-quality results is critical.

Engagement with Government and Practice Areas:

- Proven track record of collaboration with county, state, and/or federal government departments in the United States, showcasing an ability to navigate complex bureaucratic landscapes and drive impactful outcomes.
- Demonstrated expertise or familiarity with publicly-funded service providers, including the ability to identify opportunities to improve service delivery and methods for increasing coordination within service ecosystems. Experience and knowledge of government funding streams and procurement processes are important, and experience with outcomes

contracting, pay-for-performance, and/or performance-based contracting (funding models where government contracts with a service provider include specific, measurable outcomes, rather than payments based solely on service delivery or outputs, regardless of outcomes), is a plus.

- Extensive experience collaborating with and engaging community stakeholders to foster strong relationships and achieve shared objectives. This could include directly engaging with community members, building capacity and orientation of public systems to engage community members, and experience developing structures that enable ongoing, sustainable collaborations between government and constituents.
- Familiarity with at least one, ideally two, of Third Sector's Practice Areas - Workforce Pathways, Postsecondary Opportunity, Early Childhood, Diversion and Reentry, and Behavioral Health - demonstrating understanding of critical public programs, funding streams, and relevant stakeholder groups within that Practice Area.

Consulting Experience:

- Proven expertise in leading clients through systems change initiatives, showcasing the ability to envision, plan, and implement transformative strategies.
- Effective client communication - including serving as clients' primary point of contact - and employing exceptional verbal and written communication skills in various formats to convey complex information with clarity and impact.
- Playing a pivotal role in communication efforts, navigating complex partnerships, facilitating working groups, and building consensus among diverse stakeholder groups.
- Demonstrated skills in proactive client management, including the ability to set and maintain clear boundaries while effectively addressing client needs.
- Strategic framing of deliverables to align with organizational goals, ensuring impactful results and meeting client expectations.

Partnerships & Project Development (PPD):

- Demonstrated success in developing and executing strategic partnership initiatives and relationships with government agencies, philanthropic organizations, and/or subject matter experts.
- Proven ability to identify and cultivate partnerships and relationships that contribute to the organization's mission and result in earned revenue and the renewal of funding opportunities.
- Strategic management of partnerships and relationships, showcasing a track record of aligning collaborative efforts with organizational goals and driving mutually beneficial outcomes.
- Proven experience in identifying and capitalizing on opportunities for the growth of projects and initiatives through effective partnership and relationship development.

People Management:

- Proven track record of building high-performing teams, showcasing leadership in team development efforts to optimize strengths and skills, and contributing to successful project outcomes.

- Utilization of coaching sessions as a tool for continuous improvement, skill enhancement, and professional growth within the team.
- Demonstrates effective inclusive decisionmaking processes to ensure team members at all levels are engaged in project work and organizational efforts.

Data Analysis:

- Proven ability to identify and develop strategic approaches for synthesizing and utilizing qualitative and quantitative data sources to inform decisionmaking that advances project objectives and outcomes.
- Strong proficiency in analyzing data with an equity lens using cost/financial modeling, data visualization, and other tools to identify actionable insights that advance project goals and objectives.

VALUES AND COMPETENCIES

Our team of 50+ team members is united by our mission and commitment to becoming an anti-racist organization. We have been working to acknowledge, understand, and dismantle the White dominant structures we uphold internally and with our partners. We are identifying and implementing strategies to change our organizational culture and external relationships, including creating space for both multi-racial and affinity-based conversations about our journey and the work ahead.

All team members rely on a competency model rooted in our core values of Results, Racial Equity, Relationships, Respect, and Reflection to steer our growth and evaluate our performance. Below is a snapshot of our competency model, providing a quick reference. For Project Directors, the highlighted competencies—Coaching and Development, Communication, Conscious Reflection, and Inclusive Decision Making—are emphasized for their crucial role in leading successful project teams. While all the competencies in the model are important, these competencies have been spotlighted based on their significance in ensuring effective leadership and supporting project outcomes.

The Project Director must be proficient in the following competencies:

- **Coaching and Development:** Proactively develops team members' abilities to accomplish organizational objectives. Consciously builds organizational feedback culture through all interactions.
- **Communication:** Processes information with the ability to determine and disseminate its relevance to specific areas of the organization, external partners, and other stakeholders. Creates and maintains spaces for sharing and listening across organizational functions. Models successfully navigating difficult conversations across the organization and with external partners.
- **Conscious Reflection:** Willingness to interrogate one's own biases. Identifies, reflects, and works to understand one's power and relationships to team and systemic dynamics. Demonstrates awareness of personal identity and how it shapes worldviews and interactions with others.
- **Inclusive Decision Making:** Ensures internal and external stakeholders are engaged in decisions that directly impact them (clients and/or TS team, depending on the decision).

Model Snapshot			
Self <i>Defined as: How I am expected to show up and grow as an individual</i>	Project <i>Defined as: How we approach and do our work</i>	People <i>Defined as: How we engage with one another and our partners</i>	Leadership <i>Defined as: How we lead and manage teams and overarching organizational systems</i>
Active Learning	Planning and Execution	Communication	Team Management
Emotional Agility	Facilitation	Coaching and Development	Thought Leadership
Conscious Reflection	Data Analysis	Relationship Building	Shared Vision
	Problem Solving/Critical Thinking		Inclusive Decision-Making

NEXT STEPS & ROLE DETAILS

APPLICATION INSTRUCTIONS

Interested candidates should submit their application via the link available on our website (<https://www.thirdsectorcap.org/careers/>). Questions about the role or interview process can be directed to talent@thirdsectorcap.org.

The deadline to apply for this role is **Wednesday, April 30 at 11:59 PM Pacific Time.**

INTERVIEW PROCESS

Our recruitment process stages are outlined below:

1. Application submitted for initial screening that includes:
 - a. Questionnaire to provide basic information
 - b. Resume/CV upload
 - c. Responses to written questions (see instructions below)
2. First-round interview via Zoom
3. Second-round interview via Zoom
4. Professional references requested
5. Third-round interview via Zoom
6. Offer issued

APPLICATION QUESTIONS

Please complete these questions and upload your responses (in PDF form) to your application in the "Upload Additional Files" section. **Submissions that do not include completed application questions will not be considered.**

1. Third Sector's mission is "Empowering our governments to deliver responsive services and achieve better outcomes for all." We do this by providing technical assistance consulting services to advise government agencies on ways to reshape their policies, systems, and

services to be more responsive to participant needs. Based on the Director job description, which of your previous experiences (roles, projects, and/or other accomplishments) have best positioned you to deliver Third Sector's technical assistance service offerings to government clients? Be sure to highlight your knowledge of government funding streams and procurement processes, and any experience you have with outcomes contracting, pay-for-performance, and/or performance-based contracting. *(about 200-250 words or less)*

2. Third Sector is seeking a Director with experience working within or with state, county, or federal government departments in the United States, their contracted service providers, and their community stakeholders. This experience includes expertise with at least one of Third Sector's five Practice Areas - Workforce Pathways, Postsecondary Opportunity, Early Childhood, Diversion and Reentry, and Behavioral Health. Please tell us about your experience with our Practice Areas and how you think that background aligns with the requirements of the role. Alignment could include knowledge of publicly-funded programs and key funding streams, the current policy landscape, key challenges that the sector is working to overcome, innovative policies, programs, or initiatives, and familiarity with relevant stakeholder groups. *(about 200-250 words or less)*
3. One of the responsibilities of this role will be cultivating clients and securing funding opportunities for Third Sector. Please describe two examples of how you've secured philanthropic funding in previous roles. *(about 200-250 words or less)*
4. This role requires advanced Excel skills in order to synthesize qualitative and quantitative data to identify insights that support informed decisionmaking and advance objectives and outcomes. Please provide an example of a situation when you synthesized data to inform decisionmaking and/or policy recommendations. Please also note which data analysis tools or software you are most comfortable using, including other resources in your toolbox (e.g., human-centered design, certifications, community engagement approaches, etc.). *(about 200-250 words or less)*
5. Third Sector recognizes that to achieve our mission, we must address systemic racism. We are therefore committed to becoming an anti-racist organization. Please comment on how this commitment resonates with your goals for your personal and professional growth. *(about 200-250 words or less)*

SALARY AND BENEFITS

This position is full-time. The FLSA status for this position is exempt. Third Sector is committed to ensuring fair and competitive compensation practices are in place, and we offer our team members as comprehensive a wage as our financial ability can allow. Third Sector also provides competitive benefits, including medical, dental, and vision benefits, life and disability insurance, a 401K plan with a 4% match, a technology stipend, Flexible Savings Accounts (FSA), and more.

For the Project Director position, we provide a competitive starting annual salary of \$123,200 for candidates who meet the minimum qualifications of the role. The maximum budgeted salary for this position is \$154,000, with compensation within this range determined by relevant years of required experience and geographic location. At Third Sector, we prioritize pay equity across our team and, therefore, do not engage in negotiations regarding starting salary.

START DATE

The intended start date for this position is June/July 2025.

LOCATION

All applicants must provide proof of authorization to work in the United States. Please be advised that Third Sector does not offer visa sponsorship.

We encourage applications from individuals residing anywhere within the contiguous United States. This role is remote, with limited expected travel. This requirement may be waived in certain circumstances if the staff member cannot travel due to health conditions that are accommodated via our accommodations process. All staff are also expected to attend once- or twice-annual in-person retreats (4 days each).

ACCESSIBILITY

The employee who fills this position must be able to perform the essential functions of the position satisfactorily, and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. Physical and mental demands of this position include remaining in a stationary position most of the time while operating a computer and the ability to communicate information and ideas so others will understand - the employee must be able to exchange accurate information in these situations.

Third Sector is committed to the full inclusion of all qualified individuals. As part of this commitment, Third Sector will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact talent@thirdsectorcap.org.

At Third Sector, we value diversity, equity, and inclusion. We believe diversity leads to better solutions for the complex social challenges we tackle, the clients we serve, and the communities we impact. We are committed to providing equal opportunities and approach recruitment impartially, 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.