

Job Description

Manager, Partnerships & Project Development (Practice Areas)

Last Updated May 2025

WHO WE ARE

Third Sector Capital Partners, Inc. is a national nonprofit technical assistance organization advising our government agencies on reshaping 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, and
- 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 MISSION OF THE PARTNERSHIPS & PROJECT DEVELOPMENT (PPD) TEAM

The Partnerships & Project Development Team (PPD Team) inspires and guides the organization in proactively pursuing "the next generation of projects" that advance our mission and ensure the organization's funding sustainability. The PPD Team is responsible for leading and supporting activities that cultivate new relationships and projects for the organization, including funding from government and philanthropic sources.

The PPD Team collaborates extensively with project-facing Managing Directors and Directors, the Executive Team, and the Central Office (Finance/Operations/Talent) to identify, pursue, and secure new projects. To accomplish this, the PPD Team is responsible for developing and implementing processes, tools, and systems that activate the organization's multi-year funding strategy.

THE ROLE

OVERVIEW

The Manager, Partnerships & Project Development (Practice Areas) will be a core member of the organization's PPD Team and will be central in securing funding. Leveraging a business development and fundraising background,

the Manager will directly support the Managing Directors of two Practice Areas by managing the entire life cycle of business development activities for diverse opportunities, including philanthropic grants and competitive government proposals.

A Managing Director leads each of the five Practice Areas. The PPD Team works closely with each Practice Area to develop a Practice Area Project Development Plan. This role will directly support activating and implementing this plan. This role will work on opportunities of diverse scale and complexity and for a range of potential funders, managing proposal teams and business development processes for proposal planning, design, development, and quality control.

This role reports to the Director, Partnerships & Project Development.

RESPONSIBILITIES

Prospect/Capture Management: Lead and/or support identification and cultivation activities for a portfolio of prospects (philanthropy and government), including:

- Managing prospect pipelines, including developing cultivation plans, up-to-date tracking, and regular reporting on the status and next steps of prospects under cultivation
- Proactively identifying new prospects and supporting other team members in prospect vetting and qualification using internal go/no-go tools
- Conducting background research and gathering internal/external data to support funder/client cultivation calls and meetings
- Drafting concept notes, presentations, and other materials in support of general and specific prospect cultivation
- Attending prospect cultivation calls and meetings, taking notes, and proactively advancing the next steps as part of well-defined prospect cultivation plans

Proposal Management: Lead management of proposals across two practice areas (for philanthropy and government), including:

- Capturing and tracking relevant funder/client information, proposal and reporting timelines, grant/contract requirements, activities, and workplans using internal systems (NetSuite, Salesforce)
- Creating and managing the implementation of grant/contract overview documents (workplan, budget, narrative) to ensure a clear understanding of commitments across Partnership and Project Development, Project Impact, Communications, and Central Office (Finance/Operations/Talent) teams
- Managing proposal team communications, including corresponding with funders/clients or proposal partners
- Drafting, editing, and finalizing proposal content, including narrative content, visuals, and budget
- Coordinating with the Finance and Legal teams on grant/contract administrative details
- Ensuring quality control and necessary internal approvals throughout the process

PPD Team Support: Support the PPD Team on strategy development and operational activities, including:

- Shaping the annual and multi-year funding strategy for the whole organization and specific Practice Areas
- Developing and maintaining critical systems and processes that support prospect cultivation, proposal response, and reporting
- Developing standardized materials, templates, and other tools to support the organization's business development activities
- Partnering with Communications, Impact and Evaluation, and Project Delivery teams to capture and share critical lessons learned or other outcomes data that advance organizational improvement

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

The Manager, Partnerships & Project Development must have at least 3 years of experience in business development, fundraising, or project management, particularly within the nonprofit sector. This candidate should demonstrate a proven track record in strategic thinking and operational management and possess strong leadership skills to effectively drive the cultivation of new relationships and successful project development aligned with the organization's mission and values, while demonstrating the following:

- Demonstrated ability to lead prospect/lead cultivation for philanthropy and government contracts
- Demonstrated ability to lead proposal development for philanthropy and/or government grants and contracts, including solution design, workplan management, technical writing, and budgeting
- Demonstrated stakeholder engagement experience with skills in bringing diverse actors together around common goals and outcomes
- Demonstrated ability to develop clear and persuasive verbal and written communications in various formats (e.g., PowerPoint, Word, memos, concept notes, proposals, emails, and presentations)
- Demonstrated ability to manage and guide teams of varying levels of seniority, with a particular focus on managing those more senior in tenure and position
- Demonstrated ability to take initiative, proactively problem solve, and build trusting and collaborative relationships.
- Demonstrated ability to identify and prioritize among possible prospects and to guide others in understanding trade-offs and making decisions for moving forward
- Understanding and experience of government-funded social service programs
- Working as part of a collaborative team with a record of increasing responsibility over time
- Experience using and managing customer relationship management (CRM) systems
- Lived experience with social service systems as a participant or an administrator

VALUES AND COMPETENCIES

Our team of 50+ employees 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. The highlighted competencies for the Manager, Partnerships and Project Development role—Planning & Execution, Communication, Team Management, and Relationship Building—are emphasized. 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 Manager, Partnerships and Project Development must be proficient in the following competencies:

- **Planning & Execution:** Establishes a clear approach for developing content, managing projects, and engaging all stakeholders inclusively. Aligns and is accountable for deliverables, actions, and timelines to project objectives. Manages internal and external expectations in anticipation of workflow changes and their impact on individuals.
- **Communication:** Strategically uses various methods of communication to convey messages to internal and external teams plainly. Creates and maintains spaces for sharing and listening. Supports teams by compassionately navigating difficult interpersonal conversations.
- **Team Management:** Identifies ways to work across teams and initiatives that impact each other. Adapts style to fit the needs of their teams. Delegates to and leverages team members effectively to advance team objectives. Creates space to set and adjust team working norms and dynamics. Upholds internal policies and procedures in their work.
- **Relationship Building:** Strengthens internal relationships with team members across the organization. Builds and strengthens collaborative relationships with external partners

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 Sunday, May 11 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. Professional references requested
4. Second-round interview via Zoom
5. 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 and consulting services to advise government agencies on ways to reshape their policies, systems, and services to be more responsive to participant needs. What excites you about Third Sector's approach to achieving our mission? *(about 100-200 words)*
2. Based on the Manager, Partnerships and Project Development job description, which of your previous experiences (roles, projects, and/or other accomplishments) best demonstrate your ability to meet the expectations of this role at Third Sector? Be sure to highlight how your experiences: *(about 300-400 words total for parts a-b)*
 - a. Demonstrate that you have the ability to lead cultivation (research, intro calls, proposal writing, budgeting, etc.) to secure philanthropic relationships and grants.
 - b. Demonstrate your ability to work collaboratively across teams, managing multiple active proposals, relationship cultivations, and team members, including proactive strategic prioritization across your workload and managing up to senior members of an organization.
3. This role will directly support Managing Directors who lead the **Workforce Pathways** and **Postsecondary Opportunity** Practice Areas. Describe your understanding of the funding

landscape, key stakeholders, and emerging trends in these fields, and how you would apply that understanding in this role. *(about 100-200 words)*

4. Describe your approach to the following scenario: We've been approached by a place-based philanthropic funder to develop a short proposal/white paper for a project to build cross-sector collaboration between workforce boards and other key partners to recruit, train, and place underserved workers into good jobs. *(about 300 words total for parts a-c)*
 - a. What would you propose as the outline for the proposal/white paper? (bullets only)
 - b. How would you ensure alignment with the philanthropic funder's priorities?
 - c. How would you manage the concept note project over a three-week period across internal and external stakeholders?

5. Describe your approach to the following scenario: You have been asked to develop a scan of attendees for a major national education conference. Key funders and stakeholders will be in attendance, and your scan and recommendations will inform the team's engagement strategy once onsite. *(about 400 words total for parts a-d)*
 - a. How would you approach developing the scan so that it has enough information but could be a quick reference accessed by multiple people at once?
 - b. What key components would you emphasize to the team to help them prioritize your recommendations?
 - c. How would you approach the team for additional clarity and guidance?
 - d. What information is critical to know before you begin, and what challenges might you encounter while completing the task? How would you mitigate those challenges?

6. Third Sector recognizes that to achieve our mission of "empowering our governments to deliver responsive services and achieve better outcomes for all," we must address systemic racism. We are therefore committed to becoming an anti-racist organization. Please comment on how this commitment resonates with you and how it would inform your approach to your work at Third Sector. *(about 200 words)*

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 Manager, Partnerships and Project Development position, we provide a competitive starting annual salary of \$91,900 for candidates who meet the minimum qualifications of the role. The maximum budgeted salary for this position is \$112,500, 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 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.