THIRD SECTOR

Job Description

Project Manager

Last updated October 2026

WHO WE ARE

Third Sector transforms how public systems connect with and work for the people they serve. We partner with government agencies—and the community organizations, providers, and people they work alongside—to shift culture, relationships, and practice so that our government listens, learns, and delivers. For all of us.

Third Sector unlocks possibility, confronts inequity, and catalyzes change to benefit the people and places our government, community-based, and philanthropic partners serve. Our work is grounded in FSG's Water of Systems Change, which acknowledges that sustainable change and outcomes happen only when solutions shift the relationships, power dynamics, and mindsets that sit below the structural level of the policy, funding, and programs that those who are ultimately responsible for implementing a particular change are working on.

Improving our public systems requires more than better programs or technology. It requires rebuilding the foundation itself — the relationships, the accountability structures, and the culture that make government actually work for people.

THE ROLE

OVERVIEW

We seek highly driven, entrepreneurial, and equity-focused professionals passionate about working with government, philanthropy, and communities to create a more just and inclusive society. You will lead client engagements focused on transforming how public systems connect with and work for the people they serve. The length of a project typically ranges from about 6 to 18 months.

Successful Managers are outcomes-motivated, solution-oriented, creative team players who can successfully manage client projects, consistently produce and deliver high-quality client deliverables, and forge high-touch, meaningful relationships between our clients, partners, and the communities they aid in order to unlock the possibility that our government systems can listen, learn, and deliver for the people they serve.

RESPONSIBILITIES

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

Project Delivery Leadership: Responsible for simultaneously leading two client projects and teams, delivering technical assistance to government and philanthropic clients, and ensuring timely delivery and client satisfaction. Projects range in size, timeline, and scope complexity.

- Responsible for leading project workplanning and management, including workplan development, coordinating work across team members to complete high-quality deliverables, and leveraging organizational tools and resources to ensure project success.
- Leadership and facilitation of team and client meetings to coordinate efforts and discuss project progress, challenges, and learning opportunities.
- Responsible for managing project costs in line with project budget parameters and organizational guidelines, and coordinating client invoicing with the Finance Team.

Organizational Support, including Partnership and Project Development (PPD): Responsible for supporting organizational goals and objectives, including providing input on new project opportunities, participating in learning and evaluation efforts, and contributing to the culture and work environment at Third Sector.

- Supporting Directors in identifying new partnership and project development opportunities with a focus on active projects for which they are the Project Lead, including related work in those geographies/jurisdictions.
- Playing a vital role in the organization's impact and learning efforts, including sharing reflections on project work and learnings to shape future work, and contributing to knowledge management efforts and goals.
- Contributing to developing and implementing training for team members and fostering a culture of continuous learning, including onboarding new team members and ensuring a smooth integration into teams and the organization.
- Actively participating in initiatives to enhance overall team experiences and create a positive work environment.

Communications: Writing and editing web content, including blog posts, social media posts, and other marketing materials about Third Sector projects and efforts. Contributing insight and learnings from project delivery to developing verbal and written communication, like blog posts, op-eds, conference panels, case studies, and practice area or project-specific messaging in support of organizational spokespeople.

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

Project Managers must have at least 3 years of experience in project management, consulting, or a related field. They must have a proven track record of successfully leading project teams, managing client/partnership engagements with diverse stakeholders, and providing coaching and mentorship to team members. Other required experience includes:

- **Serving as the primary point of contact on client or partner engagement(s)** while developing strong relationships and collaborative working environments with clients/partners, their

stakeholders, and teams. Experience anticipating client/partner needs, directing collaborative efforts, addressing concerns promptly, and providing strategic recommendations to enhance the overall partnership experience.

- **Creating and managing work plans** and successfully leading teams and clients/partners from the start of the engagement to completion. Employing strategic thinking by developing comprehensive work plans that outline tasks and anticipate potential roadblocks and mitigation strategies.
- **Designing and delivering well-structured quantitative and qualitative analyses** and drawing key insights and actionable conclusions from data, including contextualizing quantitative and qualitative analyses within the broader strategic objectives of the client and organization.
- **Communicating persuasively to diverse audiences using verbal and written formats** (e.g., PowerPoint, memos, emails, virtual meetings) and tailoring communication styles to diverse audiences. Adapting messaging to align with strategic objectives.
- **Providing feedback to and coaching team members** and supporting their professional growth. Exhibits strategic thinking by aligning feedback and coaching efforts with team members' professional growth goals and the organization's strategic needs.
- **Working within or with state, local, or federal government agencies in the United States, their contracted service providers, and their other key partners or stakeholders** (ideally familiar with one or more of Third Sector's practice areas: Early Childhood, Diversion and Reentry, Workforce Pathways, Postsecondary Opportunity, and/or Behavioral Health).
- **Experience (professional or lived) with the delivery of social services** (for example, housing or food assistance, financial aid, legal systems, health care services, supportive services for families, and services for people with disabilities) or in a government agency.
- **Directly supporting diversity, equity, inclusion, and racial equity efforts** in previous work experiences and understanding the role that race and racism play in power dynamics, privilege, and access, both within our organization and within public agencies and systems.

For the October 2026 search process, we are seeking Manager candidates with <u>experience in Behavioral Health</u>. The desired qualifications are detailed below:

- Background in Behavioral Health/health systems of care
- Experience engaging with communities to better understand met/unmet health needs and wellness outcomes, while guiding systems of care in improving services based on community input
- Basic understanding of California county Behavioral Health departments and the populations served
- Experience leading/facilitating group processes in spaces composed of local/community leaders, service recipients, service providers, etc.
- Experience successfully facilitating meeting spaces and reaching decision points across leaders with divergent interests and competing priorities
- Experience working with data processes and outcomes to drive Behavioral Health/health improvements
- Proficient in creating digestible materials illustrating client journeys, service delivery workflows, and community processes

- Comfortable and relationally skilled when engaging with service recipients, including behavioral health clients living with severe mental illness and substance use challenges
- Experience guiding program teams, supervisors, and managers in designing operational processes to promote alignment with state/local requirements

- *Highly Preferred: Basic working knowledge of Behavioral Health Services Act (BHSA) changes and Full Service Partnership (FSP) programs*

VALUES AND COMPETENCIES

Our team of 30+ 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 for quick reference. For Project Managers, the highlighted competencies—Planning and Execution, Team Management, Relationship Building, and Emotional Agility—are emphasized for their crucial role in guiding successful project management. While all the competencies in the model are essential, these have been highlighted for their significance to Project Managers in ensuring effective leadership and supporting project outcomes.

The Project Manager must be proficient in the following competencies:

- **Planning and Execution:** Establishes a clear approach for developing content, managing projects, and engaging all stakeholders inclusively. Aligns and is accountable for deliverables, actions, and timelines for project objectives. Manages internal and external expectations in anticipation of workflow changes and their impact on individuals.
- **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.
- **Emotional Agility**: Develops awareness of one's emotions, thoughts, and behaviors and their impact on others. Addresses own feelings and behaviors so that they facilitate positive team dynamics. Focuses on engaging with people rather than reacting.

Model Snapshot			
Self *Defined as: How I am expected to show up and grow as an individual*	**Project** *Defined as: How we approach and do our work*	**People** *Defined as: How we engage with one another and our partners*	**Leadership** *Defined as: How we lead and manage teams and overarching organizational systems*
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 this link:

https://recruiting.paylocity.com/recruiting/jobs/Details/4469953/Third-Sector-Capital-Partners-Inc/2026-Project-Manager-Behavioral-Health

The deadline to apply for this role is **Sunday, November 1, 2026** at 11:59 PM Central Time. Questions about the role or interview process can be directed to talent@thirdsectorcap.org.

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 uploaded (see instructions below)
2. Second round interview via Zoom
3. Professional references requested
4. Final 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. Based on the Project Manager job description, which of your previous experiences (roles, projects, and/or other accomplishments) do you think best demonstrate your ability to meet the expectations of this role at Third Sector? Be sure to highlight how your experiences have prepared you to: (*about 200-300 words for parts a-c total*)
    a. Lead client projects, including workplan development, budget management, and coordinating work across team members to complete high-quality deliverables.
    b. Design and deliver well-structured quantitative and qualitative analyses that draw key insights and actionable conclusions from data.
    c. Support Directors in identifying new partnership and project development opportunities, especially additional work with your current clients and related work in those geographies/jurisdictions.

2. This role requires highly specialized experience in Behavioral Health, including engaging with communities to better understand met/unmet health needs and wellness outcomes, and guiding systems of care to improve services based on community and service provider/recipient input, as well as a basic understanding of California county Behavioral Health departments and the populations they serve. Working knowledge of the Behavioral Health Services Act (BHSA) changes and Full Service Partnership (FSP) programs is strongly preferred. Please describe your Behavioral Health subject-matter expertise, including diverse stakeholder engagement with individuals and groups of attendees who have competing interests. *(about 200 words)*

3. Our project teams are typically composed of two people: a Manager in the Project Lead role and a Director in the Senior Project Resource role. Managers are responsible for leading and managing workstreams by completing and delegating tasks and effectively leveraging all team members to deliver results for the client. Please describe at least one example of when you were responsible for leading multiple workstreams on a complex project. What are some of the strategies you used to manage the workload? Name at least one project management challenge you faced and how you addressed it to keep the project moving forward. (*about 200 words*)

4. Third Sector recognizes that to achieve our mission of shifting culture, relationships, and practice so that our government listens, learns, and delivers for all of us, 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 the most comprehensive wages our financial ability allows. Third Sector also provides competitive benefits, including medical, dental, and vision coverage; life and disability insurance; a 401(k) plan with a 4% match; a technology stipend; Flexible Savings Accounts (FSAs); and more.

For the Project Manager position, we offer a competitive starting annual salary of $91,900 to candidates who meet the minimum qualifications. The maximum budgeted starting 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 negotiate starting salaries.

START DATE

The required start date for this position is as soon as possible. All applicants must be prepared to start employment no later than December 1, 2026.

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.

Residency in the state of California is required for this position. This role is remote, with anticipated periodic travel to client sites in California. If travel is deemed necessary for a client project, project staff should expect to travel at most once per quarter per project. Not all scopes of work require travel, but these are the minimum expectations for those that do. 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.

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. The physical and mental demands of this position include remaining in a stationary position most of the time while operating a computer and communicating 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.