



THIRDPLATEAU

Third Plateau is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, age, religious creed, sexual orientation, gender expression, or other personal characteristics. You can read our Diversity, Equity, and Inclusion Statement [here](#). Furthermore, we have designed our application process (detailed at the bottom) to eliminate implicit and explicit biases as much as possible. We welcome applicants of all backgrounds to apply!

NOW HIRING: DIRECTOR

Application deadline: February 24, 2019

Position Overview: Third Plateau, a growing multi-disciplinary social impact strategy firm, is looking for an experienced social sector professional to serve as a Director to our expanding base of clients. This hire will join four other Directors to lead our client engagements by: overseeing and managing project workflow; playing point on client communication; and ensuring all deliverables are on-time, high-quality, and poised to help our clients drive true social impact. Top candidates will have experience in project management, be able to represent the Third Plateau brand to a wide range of clients, possess a deep understanding of the social sector, serve as a strong leader of diverse teams, and be able to think expansively about what our clients need and how Third Plateau can continue to grow. This position reports to one of the firm's Principals and may directly manage Third Plateau Analysts, Special Project Coordinators, and/or Fellows.

Application Deadline: February 24, 2019

Start Date: April 2019

Location: Sacramento, Berkeley, or San Francisco, CA

Starting Salary: \$85,000

Benefits: In addition to collaborating with an incredible team of social impact nerds, benefits include:

- Unlimited vacation
- Platinum-level health insurance
- Dental insurance
- Retirement plan with employer matching
- Regular high fives
- Wellness program
- Dedicated professional development budget

WHO WE ARE

Third Plateau is a multi-disciplinary, social impact strategy firm with the aim to help create a world with abundant and equitable opportunity for all. We partner with leaders, organizations, funders, and networks with game-changing ideas to improve the world, and we help them do it bigger, better, and faster. Our work is driven by five key principles:

- **We only work with the best.** True innovation and meaningful change are difficult to achieve; we work with the individuals and organizations that we believe are inspired by and capable of meeting those challenges.
- **Big ideas and creative problem solving excite us.** We are at our best when we are formulating, thinking through, and executing new ideas and approaches.
- **Knowledge is absolutely essential to effective innovation.** We are intensely curious and are voracious consumers of information and ideas from a variety of disciplines.
- **Metrics, monitoring, and evaluation are cornerstones of effective programming.** We cannot meaningfully strive for change without a clear definition of “success” and the strategy and means by which to track impact.
- **Relationships and networks are how change happens.** Relationship development is at the core of our work and we are very intentional about how we curate networks for social change.

We work in four main ways:

Social Venture Strategists

We partner with social entrepreneurs, nonprofits, public entities, and other mission-driven organizations around the world on program design, business planning, community engagement, metrics development, strategic planning, development strategy, impact evaluation, and board development. We also partner with funders to provide capacity-building support to their grantees.

Philanthropic Advisors

We advise individual donors, foundations, and companies on making their philanthropic giving more meaningful, strategic, and impactful; and we help funders think more expansively about their potential social impact.

Foundation Management

We provide professional services to small and mid-sized private, family, and independent foundations that are too small to hire staff, but desire greater impact, grant making, compliance, and know-how.

Thought Leaders

We write, speak, build networks, and convene programs, aimed at dramatically advancing the work of the social sector.

Third Plateau was founded in 2011 and is a dynamic and growing firm. We currently have 18 employees and are in the process of hiring lucky #19! We have offices in San Francisco, Berkeley, Sacramento, and Houston.

WHAT YOU'LL DO

The Director will manage clients and projects. This hire will join four other Directors to lead our client engagements by: overseeing and managing project teams and workflow; facilitating client retreats; playing point on all client communication, relations, and management; and ensuring all deliverables are on-time, high-quality, and poised to help our clients drive true social impact.

Potential projects include, but are not limited to: writing business plans for impact-oriented start-ups; developing boards of directors for nonprofits; identifying key metrics for organizations looking to capture and articulate their outcomes; conducting quantitative and qualitative impact evaluations; crafting donor stewardship strategies for nonprofits; conducting landscape analyses and issue research; and facilitating strategic planning processes for organizations attempting to scale their impact.

The Director will solve problems. Our clients turn to us when they have complex problems that they want help solving. We are frequently asked to devise innovative strategies with our clients to scale programs, develop earned revenue streams, raise money, and engage their communities. Among other things, our work often requires analyzing markets, researching best practices, building financial models, and creating new programs. We are creative problem solvers and will expect you to be the same.

The Director will think critically. We don't know everything and we know you don't know everything. In fact, we often find that it is helpful when we don't have a lot of background about an organization, policy issue, or market, as it gives us a fresh perspective on our clients' concerns, needs, and opportunities. This position requires an eagerness to learn, an open mind, good listening skills, intense curiosity, a knack for research, and an ability to ask the right questions.

The Director will communicate effectively. The Director will be charged with synthesizing large amounts of qualitative and quantitative data and communicating the key findings and recommendations through written reports and engaging presentations to our clients. We expect you to be a crisp writer and a clear presenter, able to produce client-ready work with little-to-no editorial oversight.

The Director will build. The Director will be expected to contribute to the growth of Third Plateau by identifying and capitalizing on new opportunities and partnerships. We are a growing firm and expect the Director to play a significant role in helping to shape our future.

The Director will go beyond what is expected. Third Plateau is in the business of building and leveraging relationships to better support our clients and strengthen the social sector as a whole. Externally, the Director will be expected to build a strong professional network; actively engage in the field; identify opportunities for collaboration between Third Plateau, clients, and other individuals and organizations in the social sector; and support our clients beyond the limited parameters of an individual client engagement. Internally, the Director will: be a valued team member; support Third Plateau's short-term and long-term growth efforts; support limited administrative needs (we all do, too!); and help out wherever and whenever necessary.

WHO YOU ARE

To be successful in this job, you will excel in the following key areas:

- Project management** You see the big picture and are able to create a plan of attack, coordinate a number of moving pieces and personalities, keep everyone focused on the task at hand, manage expectations throughout, and adapt when necessary.
- Communication** You are an exceptionally clear communicator who can write and speak with confidence to a wide range of audiences.

Learning quickly	We don't expect you to know everything, but we do expect you to be a quick and perceptive learner.
Self-reliance	You have a knack for figuring things out and require minimal oversight to see a project through to the end.
Calmness under pressure	You thrive in a fast-paced work environment and can stay calm and focused when juggling many projects and deadlines, especially when they arise at the last minute (which is common).
Interpersonal ability	You must be able to build trust and goodwill with clients and team members and demonstrate deep respect for their work. You're the kind of person who knows how to get along well with others and anticipate their needs.
Entrepreneurial spirit	You are ambitious and creative, and you are excited about the idea of building something meaningful. You have a habit of thinking expansively and finding innovative opportunities in the face of challenges.

Other important things to note:

- We are a small company that embraces a start-up attitude. Third Plateau is going to continue its significant growth over the coming years and we are looking for someone who wants to grow with us.
- You will need to bring an unwavering commitment to excellence, an ability to work in a fast-paced environment, a hunger for social justice, and an intense interest in having fun. All but one of us has a great sense of humor, so it wouldn't hurt if you liked to laugh and make others laugh, too!
- Other qualities we are looking for include passion, confidence, leadership, curiosity, willingness and ability to travel, and attention to detail.
- Areas of expertise that would be valuable include, but are not limited to, public policy, advocacy, fundraising, philanthropy, marketing, entrepreneurship, and product design.
- Fluency in Microsoft Office (Word, Excel, and PowerPoint) and is a must.

HOW TO APPLY

To apply, please send the following to jobs@thirdplateau.com with the subject line DIRECTOR – [YOUR NAME]:

1. A one-page PDF that answers two questions:
 - What brings you to the social impact space and why does this position and this firm make sense to be the next step in your journey?
 - How will you enhance the Third Plateau team and our work?

Sounds pretty straightforward, right? Well, here's the big catch: **you cannot use proper nouns in your response.** Yep, you read that right. You are not allowed to mention by name what schools you've gone to, the names of organizations you've worked at, or who your paternal great grandmother was. Instead, focus on the *substance* of what you've learned, how you've developed, and how you can contribute to Third Plateau. ("Third Plateau," by the way, is the only proper noun you are allowed to use in your 1-pager.)

Please save this proper noun-free PDF with the following title structure: *DIRECTOR – [10 digit phone number with no dashes]*. Your 10 digit number will be used as an internal identification number, to help keep your application anonymous during the review process.

2. **Optional:** a second PDF, no more than a ½ page, that articulates what aspects of your identity or ancestry have most shaped your worldview, and/or about which you are most proud. *Important note: this portion is entirely optional and candidates who choose to not submit an answer will NOT be penalized, just as candidates who do submit will not be penalized for the content of any submission. This portion is new to our process and part of our effort to continue to explore diversity, equity, and inclusion and how it manifests in our hiring practice.*

Please save this optional PDF with the following title structure: *DIRECTOR – [10 digit phone number] – OPTIONAL*.

3. In the body of the email, please include:
 - Your full name
 - Your phone number
 - Your email address
 - The name and contact information of two people who can serve as references
 - Your preference, if any, of primarily working out of the Sacramento office, the Berkeley office, or the San Francisco office.

Our administrative assistant will receive this email, save the information on a secure file, and maintain a tracking system where for the first two rounds of reviews, she'll be the only person who knows what identification numbers correspond to which individuals. See, we told you we take this blind review process seriously.

We are working hard to build a blind review process that minimizes implicit and explicit biases from the hiring process, so welcome to our latest experiment to do just that! Please note that only applications following these strict guidelines will be considered.

APPLICATION TIMELINE

ROUND ONE:

Application, as described in “How to Apply,” is due no later than Sunday, February 24th. Again, these applications will be subject to blind review.

ROUND TWO:

We will invite a small number of applicants to complete an online, timed assignment. These will take place the beginning of March and will also be subject to blind review.

ROUND THREE:

We will invite candidates with the strongest Round Two assignments to participate in a video interview, which is the first time we will see which candidates are tied to which blind submissions. These video interviews will likely take place in mid-March.

ROUND FOUR:

The top 2-4 candidates will be invited for an in-person, final round interview. These final round interviews will likely take place at the end of March.

We anticipate being able to make a final offer at the end of March or very beginning of April.