



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, 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: ANALYST

Application deadline: Wednesday, May 29th

Position Overview: Third Plateau, a multi-disciplinary social impact strategy firm, is growing! We are looking for an intelligent, self-directed professional to serve as an Analyst. Under the guidance of one of Third Plateau's Directors, the Analyst will primarily focus on research and writing, and will be required to rapidly shift from project to project. The Sacramento-based Analyst will also be expected to prepare for and attend client meetings and help to manage client relationships. Top candidates will have experience in conducting and synthesizing quantitative and qualitative research, be exceptionally strong writers, be able to work under tight deadlines, be able to juggle multiple assignments simultaneously, and be hungry to learn.

Application Deadline: Wednesday, May 29th

Start Date: ASAP

Location: Sacramento, CA

Starting Annual Salary: \$65,000

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

- Unlimited paid time off
- Platinum-level health insurance
- Dental insurance
- Retirement plan with employer matching
- Regular high fives
- Dedicated professional development budget

WHO WE ARE

Third Plateau is a multi-disciplinary, social impact strategy firm. We partner with people and organizations 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 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 maximum social impact.

We work in three 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.

Thought Leaders We write, speak, 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 20 team members (you’ll be #21!) and have offices in Sacramento, Berkeley, San Francisco, and Houston.

WHAT YOU’LL DO

The Analyst will serve as an integral part of the Third Plateau team. Under the guidance of one of Third Plateau’s Directors, the Analyst will primarily focus on research and writing, and will be required to rapidly shift from project to project. Potential projects include, but are not limited to: conducting market research or landscape analysis for a nonprofit; helping to write a business plan for a new social venture; executing donor prospect research; analyzing philanthropic

investments over time; conducting quantitative and qualitative impact evaluations; and providing administrative support across projects.

The Analyst will be a critical thinker. We don't know everything and we know you don't know everything – yet we live in a world flush with information. In our work, 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 intense curiosity, an ability to ask the right questions, good listening skills, an eagerness to learn, an open mind, resourcefulness, and an ability to find, evaluate, and assimilate qualitative and quantitative information. To be successful in this role, you need to be highly "information literate."

The Analyst will apply the most effective and efficient 'ways of knowing'. When we are faced with a question that requires research to answer, we turn to our Analysts to identify and develop the most relevant and appropriate research methods to answer the question and make sound methodological justifications for using them. There are a multitude of different 'ways of knowing', and we expect you to become knowledgeable of the range of approaches and skilled in selecting and applying them.

The Analyst will be a top-notch communicator. The Analyst will be charged with synthesizing large amounts of qualitative and quantitative data and communicating the key findings and recommendations. We expect you to be a crisp writer and strong copy editor, able to produce client-ready work with little-to-no editorial oversight. We expect you to think creatively about how you communicate complex and technical research findings through written, visual, and real-time mediums in a way that is accessible and easy for our clients to use in making evidence-based decisions.

The Analyst will be a problem solver. Our clients turn to us when they have complex problems that they don't know how to solve. We are frequently asked to devise innovative strategies for our clients to scale, 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 Analyst will be a do-er. The Analyst will be responsible for producing a high-volume of critical research and writing for our clients. We expect you to be excited by and capable of taking initiative and ownership of your projects and demonstrate how-to thinking and a knack for getting things done.

WHO YOU ARE

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

Research

You have a strong technical background and understanding of social science research, evaluation, and/or policy research. You understand and apply these with rigor appropriate to an academic context, and are able to communicate and utilize them

in a way that is adaptable and appropriate to colleagues, clients, and practitioners from a wide variety of backgrounds.

Organization

You stay on top of your work, can handle many moving parts with ease, and have a habit of building sound processes where there were none before.

Attention to detail

You strive for perfection and have a mind that can simultaneously focus on the big picture while also caring deeply about the smallest details of a project.

Communication

You are an exceptionally strong communicator who can write clearly and succinctly. You can translate complicated information into accessible language.

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 enjoy 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 relaxed 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 team members and our clients. You're the kind of person who knows how to get along well with others and anticipate their needs. You thrive when working efficiently and collaboratively across teams.

Entrepreneurial spirit

You are ambitious and creative, and you are excited about the idea of building something meaningful.

Other important things to note:

- You will need to bring an unwavering commitment diversity, equity, and inclusion, and a willingness to speak up when you see us fall short. This is a major focus of ours and expect it to be of yours, too. Top candidates will firmly believe that diversity of experiences and voices leads to better outcomes, and they will have demonstrated a consistent commitment to this belief both personally and professionally.
- 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.
- Top candidates will have a relentless pursuit of excellence, an ability to work in a fast-paced environment, and an intense interest in having fun.

- Other qualities we are looking for include confidence, self-awareness, willingness and ability to travel, passion, leadership, and curiosity.
- Fluency in Microsoft Office (Word, Excel, and PowerPoint) is a must. It is a plus to have experience with:
 - Statistical analysis software (i.e. SPSS, R, Stata, etc.);
 - CAQDA software (i.e. MAXQDA, InVivo, Dedoose, etc.);
 - Survey building platforms (i.e. SurveyMonkey, SurveyGizmo, Qualtrics, etc.); and
 - Data visualization and business intelligence platforms (i.e. Tableau, PowerBI, etc.).
- Skills that would be great but are not necessary include graphic design and web development. Past experience with nonprofits, foundations, or mission-driven companies is a plus.

HOW TO APPLY

To apply, please do TWO things by the May 29th deadline:

1. **Send an email** to amanda@thirdplateau.com with the subject line "Analyst – [YOUR NAME]". In the body of your email, include the following:
 - Your full name
 - Your phone number
 - Your email address

Please attached to your email a one-page PDF that answers two questions

- Why do this position and firm make sense for the next step in your career?
- How are you uniquely qualified to 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: ANALYST – [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.

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. Get creative and have fun with it!

Amanda (one of our rockstar team members) will receive this email, save your identifying information in a secure file, and maintain a tracking system where for the first round of reviews, she'll be the only person who knows what identification numbers belong to which individuals. See, we told you we take this blind review process seriously!

2. **Fill out [this ANONYMOUS survey](#).** This survey is completely unlinked to your application and will be (and remain) fully anonymous. In line with our commitment to diversity, equity, and inclusion (you can read about that [here](#)), we're trying to gather data about the demographics of our applicant pool. This data is critical for us knowing whether or not we're drawing interest from a diverse range of candidates, and shedding light on how we can improve this going forward. Again, your submission is entirely anonymous and will never be linked to your application; this is just for our own learning and growth as a firm.