

Development & Engagement Associate

Application Deadline: Rolling

Start Date: September 2013

Location: San Francisco, California

Starting annual salary: \$40,000 - \$46,000, plus benefits

Who We Are

Third Plateau is an impact-oriented consulting firm that partners with the world's most passionate and daring changemakers to reimagine, expand, and realize their social impact.

Third Plateau was founded in 2011 and is a dynamic and growing firm.

Third Plateau prides itself on being a next generation company. We value creativity, collaboration, transparency, and effectiveness; and we are driven by a fervent need to support and empower leaders who have cutting-edge ideas and resources that can transform our world.

We work in three main ways:

- **Social Venture Strategists** – we advise social enterprises and nonprofit organizations on development strategy, business planning, community engagement, metrics development, strategic planning, 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.

What You'll Do

The Development & Engagement Associate will serve as an integral part of the Third Plateau team. The Development & Engagement Associate will work closely with Third Plateau's clients, independently managing a number of client relationships and collaborating with the company's leadership on others. The Development & Engagement Associate will be responsible for providing high-quality support and project management to our clients.

The Development & Engagement Associate will primarily focus on our nonprofit and social enterprise clients that require development strategy and community engagement support. Potential projects include, but are not limited to: crafting

development strategies for nonprofits; writing grant proposals and other fundraising correspondence; teaching the principles of effective fundraising to social entrepreneurs; identifying prospective donors that align with an organization's mission; developing boards of directors for early-stage nonprofits; researching and employing best practices around online giving opportunities; developing and managing social media strategies; and creating opportunities for organizations to meaningfully engage their community members. The Development & Engagement Associate may also be responsible for managing Third Plateau's internal social media strategy and presence.

The Development & Engagement Associate 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, conducting financial modeling, and creating new programs. We are creative problem solvers and will expect you to be the same.

The Development & Engagement Associate will be a critical thinker. 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 client's 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 Development & Engagement Associate will be a top-notch communicator. The Development & Engagement Associate 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. 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 Development & Engagement Associate 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 nonprofit sector as a whole. Externally, the Development & Engagement Associate will be expected to build a strong professional network, become a thought leader in the field, identify opportunities for collaboration between 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 Development & Engagement Associate will be a valued team member, support Third Plateau's short-term and long-term growth efforts, support limited administrative initiatives, and help out wherever and whenever necessary.

Who You Are

To be successful in this job, you will excel in four areas:

1. Fundraising experience. You have at least two years of nonprofit fundraising experience and can articulate clear opinions about what does and does not work, and about how to build sustainable fundraising operations.

2. Project management instincts: You have some experience managing an organization, department, team, and/or complex project and will therefore bring a degree of self-sufficiency, a deep understanding of what it takes to produce results, and instincts for navigating complex problems and situations.

3. Critical thinking skills: You will need the smarts to quickly become “fluent” in your clients’ work and contexts, analyze situations to see beyond the surface of challenges, and effectively customize general practices to fit clients’ particular needs.

4. Communication: You are an exceptionally clear communicator who can write, edit, and present with confidence.

5. Interpersonal ability: You must be able to build trust and goodwill with clients and demonstrate deep respect for their work. You’re the kind of person who knows how to get along well with others but also how to motivate them to overcome barriers and achieve goals. You’ll need patience and understanding, along with a healthy drive to create progress.

We are looking for the smartest, most passionate, and most hardworking person we can find. Inspire us!

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. We do this work because we care passionately about making a difference.
- You will need to fit well with our culture, bringing an unwavering commitment to excellence, an ability to work in a fast-paced environment, and an intense interest in having fun. Two thirds of us have a great sense of humor, so it wouldn’t hurt if you liked to laugh and make others laugh.
- Other qualities we are looking for include ambition, self-reliance, confidence, creativity, strong attention to detail, willingness and ability to travel, being relaxed under pressure, passion, leadership, and being entrepreneurial.

- Fluency in Microsoft Office (e.g. the ability to do a mail merge in Word or put together a basic PowerPoint presentation) is a must.
- Skills that would be great but are not necessary: Graphic design and computer programming.

What Else You Should Know

The starting salary range for this position is \$40,000 - \$46,000 plus benefits. The position will be subject to regular salary review and growth as the company expands. **However, we are firm on this starting salary range, so please do not waste your time or ours if this range does not align with your current needs.**

Also, we have a ping pong table at the office!

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 as may be protected by applicable law.

How to Apply

Email your resume and cover letter to info@thirdplateau.com with the subject line DEVELOPMENT & ENGAGEMENT ASSOCIATE APPLICATION.