

Strategy & Impact Associate

Application Deadline: Rolling

Start Date: September 2013

Location: San Francisco, California or Sacramento, California

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

Who We Are

Third Plateau is an impact-oriented strategy 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 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.

What You'll Do

The Strategy & Impact Associate will serve as an integral part of the Third Plateau team. The Strategy & Impact 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 Strategy & Impact Associate will be responsible for providing high-quality support and project management to our clients.

The Strategy & Impact Associate will primarily focus on our nonprofit and social enterprise clients that require organizational strategy and community engagement support. Potential projects include, but are not limited to: writing business plans for impact-oriented start-ups; developing boards of directors for early-stage nonprofits;

identifying key metrics for organizations looking to capture and articulate their outcomes; conducting quantitative and qualitative impact evaluations; and facilitating strategic plans for organizations attempting to scale their impact.

The Strategy & Impact 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, building financial models, and creating new programs. We are creative problem solvers and will expect you to be the same.

The Strategy & Impact 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 Strategy & Impact Associate will be a top-notch communicator. The Strategy & Impact 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 editing oversight.

The Strategy & Impact 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 Strategy & Impact 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 Strategy & Impact Associate will be a valued team member, support Third Plateau's short-term and long-term growth efforts, support limited administrative initiatives, and helping out wherever and whenever necessary.

Who You Are

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

- 1. 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.

2. 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.

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

4. 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 more interested in these three qualities than in any particular type of experience. Prior experience in the nonprofit sector, philanthropy, or progressive politics is a plus, but we’re essentially 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 build Excel spreadsheets, format charts and reports in Word, and put together professional, clear PowerPoint presentations) 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 STRATEGY & IMPACT ASSOCIATE APPLICATION.