

Job Description

Impact and Evaluation Associate

Last updated February 2025

WHO WE ARE

Third Sector Capital Partners, Inc. is a national nonprofit technical assistance organization advising our government agencies on how to reshape their policies, systems, and services toward better outcomes for all people, regardless of race, background, and circumstances. Founded in 2011, Third Sector is a 501(c)3 organization that has worked with more than 50 communities to deploy more than \$1.8 billion of government resources toward outcomes. Third Sector's consulting engagements are organized into four Practice Areas - Economic Mobility, Early Childhood, Diversion and Reentry, and Behavioral Health - and help government agencies to:

- better use data to understand the impact of their programs,
- improve the way they contract for services,
- allocate resources to support underserved populations, and
- collaborate with community stakeholders and partner agencies to improve services.

Third Sector unlocks possibility, confronts inequity, and catalyzes change to the benefit of the people and places our government, community-based, and philanthropic partners serve. We do this by co-creating projects with our partners, understanding the root causes of inequity, implementing data-driven and community-driven solutions, and setting up sustainable systems for continuous improvement to ensure that governments can do this work with their partners after their engagement with Third Sector ends.

THE ROLE

OVERVIEW

The Impact and Evaluation Associate will support the Director of Impact and Evaluation and project teams in measuring and understanding the outcomes of Third Sector's project work. This role is designed for a detail-oriented individual with experience in research, project management, and communication. Your main responsibility will be the collection and analysis of data across multiple projects that contribute to understanding the impact of project work. This position requires a combination of research skills, data analysis capabilities, and a passion for driving social change with an equity lens.

JOB SUMMARY

The Impact and Evaluation Associate plays a crucial role in supporting Third Sector's mission to create meaningful, data-driven social change. By collecting and analyzing data, coordinating evaluation processes, and supporting organizational learning, the Associate helps ensure that Third Sector's work leads to tangible, equitable outcomes for the communities we serve. The role involves working collaboratively with the Director of Impact and

Evaluation in supporting project teams, managing data collection efforts, and developing clear, impactful reports that communicate the results of our consulting engagements. This team member will customarily exercise discretion and independent judgment in designing evaluation frameworks, refining data processes, and advising project teams on impact strategies. This position is ideal for an individual passionate about using research and evaluation to drive systemic change while maintaining an equity-centered approach.

RESPONSIBILITIES

Key responsibilities expected of the Impact and Evaluation Associate include the following:

- **Data Collection and Analysis:** Independently collect and analyze quantitative and qualitative data by exercising discretion in selecting methodologies and interpreting findings. Pull data from various sources, code qualitative data, and identify initial themes and findings. Contribute to creating statistical reports and visualizations to support project teams in understanding impact and insights.
- **Internal Stakeholder Engagement and Evaluation:** Oversee internal data collection processes to support organizational learning. Coordinate data collection processes across project teams and provide administrative support to ensure fidelity to internal evaluation processes and practices, including the Impact Feedback Loop and Netsuite Project Records. Ensure consistent communication of project impact and evaluation efforts to inform learning and impact. Based on learnings, refine internal evaluation processes, exercising discretion to propose improvements aligning with organizational goals. Lead coordination efforts to ensure fidelity to internal evaluation processes as part of advancing organizational learning.
- **Reporting and Communication:** Implement frameworks for project impact reporting, ensuring alignment with Third Sector's strategic objectives, and clearly communicating the findings and lessons from data analysis. Develop impact reports that inform organizational strategy. Contribute to internal and external communication efforts regarding project outcomes and impact, supporting our goal of advancing equitable outcomes for communities.
- **Project Management:** Maintain systems and processes for effective evaluation efforts. Implement work plans, manage timelines, and coordinate across teams to ensure data is collected and analyzed in alignment with project goals.
- **Continuous Improvement:** Refine internal evaluation processes by exercising discretion and independent judgment to propose improvements that align with organizational objectives. This work includes supporting process evaluations, providing feedback, and working with cross-functional teams to ensure the effective use of data for decisionmaking.

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

We seek someone with at least two years of professional experience in research, data analysis, and project management. The ideal candidate will have demonstrated experience in:

- Data analysis, including quantitative and qualitative data (such as cleaning, managing, and analyzing datasets in Excel or similar tools, generating descriptive statistics, and creating visual representations; analysis of qualitative data such as coding and thematic analysis)
- Supporting projects focusing on research, impact evaluation, measurement, or strategic learning in nonprofit, government, or social service settings, ideally related to one or more of our practice areas: behavioral health, diversion and reentry, early childhood, and economic mobility.
- Engaging with internal stakeholders to gather information, including government clients, community organizations, and other partners.
- Writing comprehensive reports or presentations to communicate findings effectively to non-technical stakeholders.

VALUES AND COMPETENCIES

Our team of 60 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, providing a quick reference. For the Impact and Evaluation Associate role, the highlighted competencies—*Data Analysis, Problem-Solving and Critical Thinking, Communication, and Planning and Execution*—are emphasized for their crucial role in framing behaviors required for success in the role.

The Impact and Evaluation Associate must be proficient in the following competencies:

- **Data Analysis:** Understands the role of qualitative and quantitative data and uses relevant data to develop insights that connect to project objectives.
- **Problem-Solving and Critical Thinking:** Identifies challenges and works with Managers to develop effective solutions. Supports the development and implementation of remediation strategies.
- **Communication:** Consistently uses effective communication methods, showing an understanding of creating and maintaining communication spaces. Able to handle most difficult conversations with guidance and demonstrates consistent communication skills within the organization.
- **Planning and Execution:** Completes tasks and deliverables based on articulated expectations. Meets objectives and timelines and communicates when these will not be met. Manages internal expectations in anticipation of workflow changes and their impact on individuals.

Model Snapshot			
Self <i>Defined as: How I am expected to show up and grow as an individual</i>	Project <i>Defined as: How we approach and do our work</i>	People <i>Defined as: How we engage with one another and our partners</i>	Leadership <i>Defined as: How we lead and manage teams and overarching organizational systems</i>
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 the link available on our website (<https://www.thirdsectorcap.org/careers/>). Questions about the role or interview process can be directed to talent@thirdsectorcap.org.

The deadline to apply for this role is Sunday, February 23 at 11:59 PM Pacific Time.

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 (see instructions below)
2. First-round interview via Zoom
3. Professional references requested
4. Second-round 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 Impact and Evaluation Associate job description, which of your previous experiences (roles, projects, and/or other accomplishments) best demonstrate your ability to

meet the expectations of this role at Third Sector? Be sure to highlight how your experiences have:

- a. prepared you to execute the quantitative and qualitative data collection and analysis responsibilities outlined above,
 - b. prepared you to write comprehensive reports and presentations to communicate findings effectively to non-technical stakeholders, and
 - c. prepared you to manage project deliverables and workflow changes and their impact on individuals. *(about 300-400 words)*
2. Describe your approach to the following scenario: You are collecting data from recently closed diversion and reentry projects to input into an impact dashboard tracking key metrics that demonstrate improved outcomes like increased stable housing and reduced recidivism rates. However, you are presented with a spreadsheet containing raw data collected from various Third Sector project teams that include data inconsistencies like different definitions across datasets (e.g. varying uses of the terms "rearrest", "reconviction", and "reincarceration"), incomplete records (e.g. some individuals may have missing information on crucial variables), and subjective interpretations of terms like "stable" and "housing". What strategy would you recommend to the Director of Impact and Evaluation to prepare this data for analysis? *(about 200 words)*
 3. Third Sector recognizes that to achieve our mission of "transforming public systems to advance improved and equitable outcomes," 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 as comprehensive a wage as our financial ability can allow. Third Sector also provides competitive benefits, including medical, dental, and vision benefits, life and disability insurance, a 401K plan with a 4% match, a technology stipend, Flexible Savings Accounts (FSA), and more.

For the Impact and Evaluation Associate position, we provide a competitive starting annual salary of \$62,200 for candidates who meet the minimum qualifications of the role. The maximum budgeted salary for this position is \$74,600, 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 engage in negotiations regarding starting salary.

This role is proudly funded through a generous gift awarded after rigorous vetting from [Yield Giving](#), a foundation established by MacKenzie Scott. This funding reflects Ms. Scott's confidence that Third Sector is a trusted organization delivering impactful work that drives meaningful change. We are excited about the opportunity this role provides to expand our capacity and amplify our mission, and we intend to integrate the role into our operating budget upon the conclusion of its grant funding. As

with all roles at Third Sector, employment is at will, and we remain deeply committed to financial sustainability and transparency as we continue building a resilient and impactful organization.

START DATE

The intended start date for this position is April 2025.

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.

We encourage applications from individuals residing anywhere within the contiguous United States. This role is remote, with limited expected travel. 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. All staff are also expected to attend once- or twice-annual in-person retreats (4 days each).

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. Physical and mental demands of this position include remaining in a stationary position most of the time while operating a computer and the ability to communicate 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.