



Senior Consultant - Permanent Supportive Housing Position Description

Company Overview: Focus Strategies is dedicated to helping communities improve efforts to end homelessness by using local data to shape program and system design using a “systems thinking” approach and assisting communities to increase the supply of affordable housing at the lowest income levels. Our passion is helping communities empower themselves with the information and tools needed to reduce homelessness strategically. We provide the following types of services for non-profit and governmental clients:

- Systems of care analysis, planning, and research; with a particular focus on systems to end homelessness.
- Systems evaluation, with a focus on measuring system performance and cost-effectiveness compared with alternatives.
- Data collection and analysis services, including integrating multiple datasets, manipulating Homeless Management Information System (HMIS) data, and generating homeless counts.
- Developing strategies to increase access of people experiencing homelessness to the housing supply
- Increasing the supply of affordable and supportive housing through systems-level as well as project-specific development and implementation technical assistance.
- Policy development and analysis.

Position Summary

Position: Senior Consultant – Permanent Supportive Housing
Location: West Coast
Compensation: Competitive salary (DOE) and benefits package
Start Date: Fall 2019
Contact Information: Nina Prudhomme, Administrative Analyst, nina@focusstrategies.net

Position Summary

The Senior Consultant – Permanent Supportive Housing is responsible for managing permanent supportive housing consulting projects. The Senior Consultant reports to the company president and works closely with peers, staff, and clients to manage consulting and technical assistance projects. Project management and leadership skills are essential roles and competencies. Responsibilities include:

- Design, plan and implement strategies, plans and procedures for all Focus housing projects and project components;

- Coordinating daily operations of assigned project portfolio and the work of staff;
- Planning, overseeing, and conducting analyses of supportive housing systems and initiatives;
- Providing PSH consulting services to local governments and affordable housing developers; including support with developing competitive applications for funding to develop PSH projects and programs;
- Identifying key findings, proposing solutions, and developing messaging that assists clients to build community understanding and buy-in for proposed solutions;
- Researching and understanding national housing trends, best practices in the field, and results from communities undertaking system change initiatives including both direct work and supervising team members;
- Successfully collaborating with Focus analytics team members to develop, implement, and deliver PSH evaluations;
- Authoring and editing applications, reports, and other materials to support the development of affordable and supportive housing; and
- Participating in and co-leading projects with peers and other Focus team members to support Focus' mission to help communities reduce homelessness.

The Senior Consultant will work closely with Focus team members, clients, partners of our clients, and other consulting firms. This is a senior staff position with responsibility for coordinating and overseeing the management of consulting projects to completion on time and on budget. The successful candidate will develop project plans that include task assignments to staff, supervise project progress, and review staff's work.

The Senior Consultant will have outstanding critical thinking, analytical and interpersonal communication skills; have a strong background in supportive housing delivery and development; have the ability to interact with clients and all levels of project teams; provide timely and accurate analysis and develop valuable results.

Focus Strategies is a fast-paced work environment. The Senior Consultant must be able to manage multiple priorities, have excellent project management skills, learn content efficiently, and be passionate about and committed to reducing homelessness.

The Senior Consultant will gain from this position:

- Advanced work with a skilled team on complex policy, housing, technical, and community issues using a Systems Thinking approach within the field of ending and reducing homelessness.
- Opportunities to use skills in policy and program analysis in a senior staff position with significant exposure to multiple communities.
- Experience with consultation for public benefit.
- Experience of working with a highly effective and productive team in fast-paced environment.
- Opportunity to be part of an evolving and growing consultation practice.

The Senior Consultant will:

- Interact with clients to: understand housing and system change objectives, learn about the local context, oversee the collection and accurate interpretation of information, develop and message key recommendations.
- Maintain up to date knowledge of current research and best practices in affordable and supportive housing and the ending homelessness field.
- Shape and conduct qualitative research on a variety of topics, including in-person and telephone interviews, and web- and documents-based research.
- Support quantitative research on permanent supportive housing and reducing homelessness.
- Plan and facilitate meetings with clients and community partners to advance supportive and affordable housing work.
- Plan technical assistance, trainings, and presentations for workshops and professional meetings; deliver presentations and trainings.
- Assist clients to secure funding for their permanent supportive housing portfolio in general and for specific projects.
- Work closely with peers and president to set priorities and manage projects.
- Serve as project manager for supportive housing engagements, with responsibility for ensuring deliverables are completed on time and on budget;
- Conduct project management for assigned projects with an emphasis on managing timelines and budgets, understanding the nuanced reasons for changing client needs and continuously adapting company timelines and expectations to set goals and meet challenges.
- Closely hold the mission and values of the company.
- Perform other duties as assigned.

Senior Consultant position requires:

- An advanced degree in public policy, public administration, urban planning, social work, or a related field and at least ten years' relevant experience.
- Demonstrated experience with conducting complex analyses for public benefit, including analysis of supportive housing initiatives and strategies.
- Demonstrated experience in leading community and homelessness initiatives.
- A passion for ending homelessness.
- Strong written, verbal and analytical skills.
- Familiarity with all Microsoft Office Suite products. Mastery of Excel and Word are required.
- Locating on the West Coast.
- Travel is required, anticipated trips per month 1-2, most are same day, with longer trips (2-4 days) roughly 2-3 times per year.

Preferred skills include:

- Experience with supportive housing including: affordable housing finance; West Coast affordable housing funding sources, supportive housing policy and strategy development; service models; policy objectives and processes of local and state governments;

- Deep knowledge of the supportive housing landscape and common issues, particularly on the West Coast; general knowledge about homelessness funding streams; and system design and housing options for communities working to reduce homelessness;
- Experience with performance or outcomes measurement; and
- Experience in managing complex projects.

To apply:

- Send resume, salary requirements, and brief cover letter as one PDF to info@focusstrategies.net.
- Please include your name and the position title in the document's electronic name (e.g. Kendra Scott Senior Consultant application.pdf).
- Please apply only if you have strong, relevant experience.
- Only candidates selected for an interview will be contacted.