



Consultant 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, and research with a focus on systems to end homelessness.
- Community-based system planning with a focus on systems to end homelessness.
- Systems and program 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 to the housing market for people experiencing homelessness.
- Increasing the supply of affordable and supportive housing through systems-level and project-specific development, as well as implementation technical assistance.
- Policy development and analysis.

Position Summary

Position: Consultant
Location: Greater San Francisco Bay Area
Compensation: Competitive salary and benefits package, specific job duties and salary depends on experience
Start Date: Open until filled
Contact Information: Nina Prudhomme, Administrative Analyst, nina@focusstrategies.net

Consultant Summary

The Consultant serves as the project manager for consulting and technical assistance contracts relating to homeless system development and planning under the direction of the Director of Consulting. The Consultant manages a variety of projects and develops substantive analytical, interpretive, and policy content for deliverables, publications, reports, and other products on behalf of Focus Strategies clients.

Responsibilities include:

- Conducting research and analyses related to homeless systems and programs, identifying key findings, and proposing solutions;
- Authoring and supporting a wide range of technical documents and reports;
- Working with clients on policy development and writing policy documents; and
- Project coordination, including working closely with company president, directors, staff, clients' staff, and other consultant firms.

The successful candidate will have a passion for ending homelessness; outstanding critical thinking, analytical and interpersonal communication skills; excellent technical writing skills; and be self-directed and detail oriented. They should be able to interact with clients and all levels of project teams, provide timely and accurate analysis, and develop valuable results. The successful candidate will also have experience developing and implementing homeless programs and systems or housing/homeless policy development.

What the Consultant will gain from this position:

- Advanced experience with complex policy, technical, and community issues using a Systems Thinking approach within the field of ending and reducing homelessness.
- Ability to develop innovative solutions and analyses to common and emerging problems related to homeless systems of care.
- Opportunity to deepen skills in program, systems, and policy analysis using data and information from multiple sources.
- Be the lead support to communities working to reduce homelessness
- Opportunity to lead the development of complex plans, evaluations, and reports.
- Experience with consultation for public benefit.
- Increasing responsibility over time.
- Opportunity to be part of an evolving and growing consultation practice.
- Opportunity to work with an expert and dedicated team of professionals in a fast paced and supportive work environment.

Consultant will:

- Deliver a range of planning and design activities to help communities develop systems to end or reduce homelessness, including community input processes, data analysis, documentation of existing and proposed system processes and structures in both in written and chart form, and best practices research.
- Author Focus Strategies publications and reports, including developing report outline and structure, drafting content, integrating feedback from supervisor and client, and producing final content.
- Conduct web and document research and gather information from a range of sources.
- Analyze data from single systems (e.g. homelessness) and multiple disciplines, including health, mental health, homelessness, and affordable housing.
- With support from analytics team colleagues, synthesize research findings into recommendations for practice.
- Develop training and technical assistance materials for a range of audiences (e.g. providers, policy makers, funders, professional meetings), tailor materials to client needs, make presentations and deliver trainings, assess results, and modify over time to meet needs.
- Develop and implement initiatives to analyze the capacity needs of supportive and affordable housing systems within the context of reducing homelessness and addressing disparities.
- Work closely and collaboratively with supervisor and company leadership to set priorities, organize project workflow, and provide timely updates.
- Interact with staff and leadership at client and partner organizations to collect and accurately interpret information.
- Represent clients in meetings to identify and resolve problems.

- Work with president, directors, and assigned staff to achieve superior results for Focus clients.
- Actively participate in continuous learning and process and product improvement efforts with the Focus team.

Consultant position requires:

- A passion for ending homelessness.
- Locating in or around the San Francisco Bay Area (California).
- A master's degree in sociology, public policy, psychology, or a related field.
- Superior technical writing skills.
- Experience developing high quality written analyses of homeless programs, populations, and dynamics.
- A commitment to and focus on data-informed public policy.
- Successful track record of developing and executing workplans for complex projects.
- Strong written, verbal, and analytical skills.
- Proficiency with all Microsoft Office Suite products.
- Traveling regularly to support client communities.

Preferred skills and aptitudes include:

- Interpreting quantitative and qualitative data about homelessness and homeless programs and systems.
- Demonstrated expertise in supportive housing, including familiarity with project financing.

To apply:

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