



ASSISTANT DIRECTOR

Position Description

COMPANY OVERVIEW

Company Mission and Services

Focus Strategies is a national consulting firm based on the West Coast dedicated to helping communities improve efforts to end homelessness through community-based planning informed by local data and national best practices. For more than sixteen years, we have provided consulting to jurisdictional and community leadership in communities across the country in their efforts to reduce homelessness.

We are dedicated to partnering with communities through strategic consulting and technical assistance to design and implement housing-focused, equity-informed, and person-centered solutions that reduce homelessness. We are committed to working with our clients to understand their community's need, including the experience and dynamics of homelessness in the region as well as the unique strengths and challenges of existing strategies. Together, we partner with our clients to develop programs, map strategic action plans, identify policy solutions, and evaluate efforts to improve outcomes for people experiencing homelessness.

Our projects include 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 system performance, equity analyses, and elevation of input from people with lived expertise of homelessness.
- 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:	Assistant Director
Location:	(Remote) West Coast, United States
Reports to:	President
Status:	Full-time, 40 hours/week, Exempt
Compensation:	\$135,000-\$165,000 depending on relevant experience and skills
Time off & benefits:	Paid time off (vacation, sick time, and 10 holidays), 401(k) with 4% salary match and profit sharing, generous benefits (health, dental, and vision), flexible spending plans, short and long-term disability insurance, and \$50 per month reimbursement for phone, internet, and office supplies.
Pre-Requisites:	As a condition of hire, Focus Strategies requires proof of having received a Covid-19 vaccine. Focus Strategies complies with all applicable laws and makes reasonable accommodations for applicants in need of an exemption due to a medical reason or because of a sincerely held religious belief.
Start Date:	Open until filled
Contact Info:	Lynnette Slaughter, l.slaughter@casadecareers.com , <i>Cascade Career and HR Development</i>

ASSISTANT DIRECTOR RESPONSIBILITIES AND REQUIREMENTS

Position Overview

The Assistant Director develops, manages, and implements complex projects and initiatives on behalf of client communities. Responsibilities include partnering with client communities to provide thought leadership on homeless response system development and analysis; developing and overseeing the development of substantive analytical, interpretive, and policy content for deliverables, publications, reports, and other products; and internally coordinating resources and leading projects. The successful candidate will have a passion for ending homelessness; outstanding client relations skills; excellent 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 and oversee the provision of timely and accurate analysis, and develop valuable results. The successful candidate will also have experience leading homelessness response systems or housing/homelessness response policy initiatives.

Position Responsibilities

All position responsibilities include performing the tasks and, depending on the project, overseeing staff and subcontractors to achieve project objectives.

Project Management

- Serve as the lead for complex consulting and technical assistance contracts relating to homelessness response system development and planning under the direction of the Director of Consulting.

Research and Analysis

- Conduct research and analyses related to homelessness response systems and programs, identifying key findings, and proposing person-centered, data- and equity-informed solutions.
- 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.
- Communicate research and analysis findings to client community leadership and stakeholders, along with recommendations.

Technical and Policy Writing

- Author complex Focus Strategies technical documents, publications, and reports, including developing report outline and structure, drafting content, integrating feedback from supervisor and client, and producing final content.
- Coordinate with internal leadership and staff to integrate findings and results into deliverables.

Planning and Design

- Deliver a range of system planning and design activities to help communities develop systems and policies to end or reduce homelessness through an equity- and data-informed lens, 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.

Internal and External Relations

- Work closely and collaboratively with company leadership to set priorities, organize project workflow, and provide timely updates.
- Engage with the leadership of diverse communities of clients, partner organizations, and people experiencing homelessness to collect and accurately interpret

information about existing systems and possible solutions; Facilitate meetings using mindful and anti-racist strategies to promote participation and inclusion.

- Make presentations to elected and other leadership bodies.
- Represent clients in meetings to identify and resolve problems.

Additional Responsibilities

- Actively participate in organizational leadership and development work; demonstrate continuous learning and process and product improvement efforts with the Focus team.
- Engage in Focus Strategies collective processes (e.g., discussions, readings, committees) to advance equity-informed internal and client work approaches.
- Contribute to team effort by accomplishing other tasks as needed.

Position Requirements

- A passion for ending homelessness.
- A master's degree in sociology, public policy, social work, or a related field **and** at least five years of system-level experience in the homelessness response system that demonstrates increasing leadership and responsibility over time.
- Superior technical writing skills.
- Experience developing high quality written analyses of homelessness response programs, populations, and dynamics.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.
- A commitment to and focus on data-informed public policy.
- Successful track record of developing and executing workplans for complex projects managed by community leadership bodies.
- Ability to assess and interpret quantitative and qualitative data about homelessness and homeless programs and systems.
- Strong written, verbal, and analytical skills.
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook.

Preferred skills and aptitudes

- Bilingual skills (English and Spanish written and oral fluency preferred)

What the Assistant Director will Gain from Position

- Advanced leadership experience with complex policy, technical, and community issues using a systems approach within the field of ending and reducing homelessness.
- Achieving the implementation of innovative solutions and analyses to emerging problems related to homelessness response systems of care.
- Opportunity to advance leadership skills.
- Be the lead support to large and complex communities working to reduce homelessness.
- Opportunity to lead teams to develop of complex plans, evaluations, and reports.
- Experience with consultation for public benefit.
- Increasing leadership 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.

About Our Workplace

Focus Strategies is committed to creating an inclusive workplace with a collaborative team dedicated towards our mission of helping communities house people experiencing homelessness. We are an Equal Opportunity Employer. In alignment with our company values, we strive to attract and maintain a workplace that reflects a broad spectrum of diversity. We strongly encourage employment applications from people who self-identify as coming from historically marginalized populations and communities who have been most impacted by homelessness.

We are currently a 13-person firm that operates fully remote with regular phone and video meetings. Our normal work hours are 8am-5pm Pacific Time. Occasional work outside of normal hours may be required to meet project deadlines. When public health guidance allows for travel, this position requires travel to internal meetings, client sites, trainings, and/or conferences.

Physical Requirements

- Ability to sit or stand for prolonged periods while working on a computer for 6-8 hours per day.

- Ability to give and receive detailed information through verbal and written communication.
- Ability to use a keyboard, headphones, and operate a computer consistently throughout the day.
- Ability to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- Ability to set up and maintain workspace in home environment with minimal paper file management.
- Ability to lift up to 25 pounds, including home office computer set up, rare shipping of equipment for repair, receiving occasional office supply shipments, carrying laptop and files for occasional all-day travel (once travel is resumed).

TO APPLY

Interested Applicants: Please send your resume, and brief cover letter as **one PDF** to l.slaughter@casdecareers.com. Please include your name and position title in the document's electronic name (e.g., Kendra Scott Assistant Director application.pdf). Position open until filled.

Cascade Career and HR Development is an independent HR consulting firm, hired to manage this recruitment on behalf of Focus Strategies. Please direct questions about this posting to Lynnette at Cascade Career & HR Development.

Application Process Overview:

- Focus Strategies utilizes a multi-phase application process that includes multiple interviews and a practical assessment. Each subsequent phase is only for applicants who advance from the prior phase of the application process.