



ANALYTICS CONSULTANT

Position Description

COMPANY OVERVIEW

Company Mission and Services

Focus Strategies is a national consulting firm based on the West Coast dedicated to helping communities increase the supply of affordable housing and 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 and housing instability.

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:	Analytics Consultant
Location:	(Remote) West Coast, United States, located in Pacific Time Zone preferred
Reports to	Senior Analytics Consultant
Status:	Full-time, 40 hours/week, Exempt
Compensation:	\$85,000-\$110,000 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:	Nina Prudhomme, Administrative Manager, info@focusstrategies.net

ANALYTICS CONSULTANT RESPONSIBILITIES AND REQUIREMENTS

Position Overview

The Analytics Consultant will help Focus Strategies achieve our mission by providing high-level analyses for our client communities, including quantitative, qualitative, and mixed methods projects using an equity lens and a systems approach. The Analytics Consultant will support the analytics team through producing high quality analyses and project management. Duties will include conducting key research and analyses related to homeless systems and programs, identifying key questions for analysis, methodologies to approach the analysis, and interpretation of findings. Project management responsibilities include leading assigned project staff, working closely with internal and external stakeholders, preparing draft and final deliverables on time and on budget, and continuously striving for excellence.

Position Responsibilities

- Lead data analysis efforts for communities working to reduce homelessness, using an equity lens and a systems approach.
- Represent clients or client interests in meetings to identify and resolve problems,

including speaking publicly in formal and informal settings.

- Develop project plans, manage projects, work with assigned staff, and work collaboratively to achieve superior results for Focus clients.
- Supervise one or more Analysts, including directing their work and providing an opportunity for continued growth and team effectiveness.
- Support a range of community planning and design activities to develop systems to end or reduce homelessness, including community input processes, data collection and analysis, documentation of existing and proposed system processes and structures.
- Conduct research and analyze data from single systems (e.g. homelessness) and multiple disciplines, including health, mental health, homelessness, and affordable housing.
- Synthesize research findings into recommendations for practice.
- Develop and implement initiatives to analyze the capacity needs of supportive and affordable housing systems within the context of reducing homelessness and addressing racial and other inequities.
- Work closely and collaboratively with supervisor and company leadership to set priorities, independently organize project workflow, conduct project management and analytic tasks, and provide timely updates.
- Work collaboratively with staff at client and partner organizations to collect and accurately interpret information.
- Actively participate in continuous learning, process, and product improvement efforts with the Focus team.

Position Requirements

- A passion for ending homelessness with a commitment to data-informed public policy, including advancing equity for marginalized communities.
- A graduate degree in public policy, psychology, public health, or a related field, including graduate classes in research design and/or statistics (PhD welcome), and at least three years of experience.
- Analytics experience in human services programs, systems, or policy development.
- Demonstrated experience with program evaluation and outcomes measurement, identifying key questions, as well as methodologies and statistical approaches to address them.
- Demonstrated proficiency interpreting quantitative and qualitative data about homelessness, homeless programs and systems, health, or behavioral health.

- Strong written, verbal, and analytical skills.
- Proficiency with all Microsoft Office Suite products, statistical software (such as R, SPSS, Stata), and data visualization (such as Tableau, Power BI).
- Occasional travel throughout the West Coast and very occasional travel to other areas (once in person travel resumes).
- Experience translating program, community, or systems information into data collection and reporting tools.
- Flexibility - must be able to work with shifts in priorities on a daily and weekly basis.
- Willingness to do whatever is needed to support projects and staff in accomplishing work.
- Excellent attention to detail and self-directed.

Preferred skills and aptitudes

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

What the Analytics Consultant will Gain from 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 homelessness response systems of care.
- Development of advanced client relational and management skills, including managing moderately complex projects in jurisdictions with many key stakeholders.
- Opportunity to deepen skills in program, systems, and policy analysis using data and information from multiple sources.
- Opportunity to lead the development of complex plans, evaluations, and reports.
- Develop advanced writing and presentation skills.
- Increasing responsibility over time.
- Opportunity to be part of an evolving and growing consultation practice dedicated to public benefit.

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 14-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 some 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 info@focusstrategies.net. Please include your name and position title in the document's electronic name (e.g., Kendra Scott Analytics Consultant application.pdf). Position open until filled.

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.