



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 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:	Consultant
Location:	(Remote) West Coast, United States
Reports to:	Director
Status:	Full-time, 40 hours/week, Exempt
Compensation:	\$85,000-\$115,000 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

CONSULTANT RESPONSIBILITIES AND REQUIREMENTS

Position Overview

The Consultant manages a variety of projects, develops and manages or implements processes for project development and stakeholder engagement, and develops substantive analytical, interpretive, and policy content for deliverables, publications, reports, and other products on behalf of Focus Strategies clients. 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 homelessness response programs and systems or housing/homelessness response policy development.

Position Responsibilities

Project Management

- Serve as the project manager for consulting and technical assistance contracts

relating to homelessness response system development and planning under the direction of the Director.

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.

Technical and Policy Writing

- Author 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.

Planning and Design

- Deliver a range of 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.

Training Development

- 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.

Internal and External Relations

- Work closely and collaboratively with supervisor and company leadership to set priorities, organize project workflow, and provide timely updates.
- Engage with 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 community stakeholders
- Represent clients in meetings to identify and resolve problems.

Additional Responsibilities

- Actively participate in 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 related tasks as needed.

Position Requirements

- A passion for ending homelessness.
- A master's degree in sociology, public policy, social work, or a related field **or** substantive leadership or system-level experience in the homelessness response system.
- 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.
- 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 Consultant will Gain from Position

- Advanced experience with complex policy, technical, and community issues using a systems 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.
- 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.

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 info@focusstrategies.net. Please include your name and position title in the document's electronic name (e.g., Kendra Scott 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.