



# HOUSING 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.
- Increasing the supply of affordable and supportive housing through systems-level and project-specific development, as well as implementation technical assistance.
- 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.
- Evaluation and guidance on affordable housing development proposals serving homeless households.
- Policy development and analysis.

**POSITION SUMMARY**

Position: Housing Consultant  
Location: (Remote) West Coast, United States  
Reports to: Director  
Status: Full-time, 40 hours/week, Exempt  
Compensation: \$85K-\$110K 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](mailto:info@focusstrategies.net)

**HOUSING CONSULTANT RESPONSIBILITIES AND REQUIREMENTS**

**Position Overview**

The Housing Consultant is responsible for coordinating the management of projects, develops and manages or implements processes for project development and stakeholder engagement, and develops substantive analytical, interpretive, and policy content for housing finance applications, publications, reports, and other products on behalf of Focus Strategies clients. The successful candidate will have a passion for ending homelessness and developing housing; outstanding critical thinking, analytical and interpersonal communication skills; excellent technical writing skills; knowledge of Low-Income Housing Tax Credit (LIHTC) financing; a broad understanding of the of the affordable housing development process; 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 on time and on budget. The appropriate candidate will help Focus Strategies achieve our mission by providing housing analyses and recommendations for our client communities, including advancing the production and quality operations of supportive housing using an equity lens. The Housing Consultant will work under the supervision of a

company Director and support the organization to help client communities obtain permanent supportive housing financing and develop monitoring processes, including quantitative and qualitative work. Responsibilities include supporting housing innovation, production, and scaling efforts, such as initiatives related to housing operations, supportive services, evaluation, and financing. The candidate should have outstanding critical thinking, analytical, and interpersonal communication skills as well as the ability to interact with all levels of project teams.

## **Position Responsibilities**

### **Project Management**

- Serve as project manager for housing planning, financing, and analysis engagements with responsibility for ensuring deliverables and deadlines are completed on time and on budget.
- Throughout project management activities, with support, understand and navigate the nuanced reasons for changing client needs and continuously adapting project timelines and expectations accordingly.

### **Housing Development and Finance**

- Assisting with the design, supportive service programming, and financing options to ensure successful implementation of housing funding and oversight initiatives.
- Supporting developers to implement and assess Housing First strategies with support.
- Planning and executing appropriate due diligence and feasibility for multifamily new construction and rehabilitation development projects independently and with support depending on project complexity.
- With support, assembling or supporting the assembly of appropriate teams to determine and achieve all necessary local approvals, execute on complex financing challenges, identifying developer interest in potential proposals.
- Assisting in supportive community outreach efforts creating and maintaining positive, constructive relationships with local officials and stakeholders in partnership with company leadership.

### **Technical and Policy Writing**

- Develop thorough, analytical and well-written housing finance funding applications and related documents, and monitoring tools and reports.
- Co-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.

### **Training Development**

- Develop training and technical assistance materials for a range of audiences (e.g. housers, policy makers, funders, professional meetings), tailor materials to client needs, make presentations and deliver trainings, assess results, and modify over time to meet needs in collaboration with other team members.

### **Internal and External Relations**

- Work closely and collaboratively with supervisor and company leadership to set priorities, organize project workflow, and provide timely updates.
- With support, 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.
- Work closely with peers and president to set priorities and manage projects.
- Maintain leading edge knowledge of current research and best practices in the field of ending homelessness, with focus on affordable housing strategies.
- 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 with a commitment to scaling affordable and supportive housing, including advancing equity for marginalized communities.
- A bachelor's degree and at least three years of supportive housing policy or portfolio experience.
- Strong technical skills related to housing development, supportive housing, and homelessness response strategies and competencies (such as Housing First approaches).

- Knowledge of LIHTC financing,
- Basic understanding of the affordable housing development process,
- Understanding of affordable housing financial modeling,
- 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.
- Successful track record of developing and executing workplans for complex projects.
- Demonstrated experience in supportive housing or affordable housing
- Strong written, verbal, and analytical skills.
- Familiarity with all Microsoft Office Suite products. Proficiency in Excel and Word are required.
- 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**

- Deep knowledge of the homelessness or affordable housing landscape and common issues, particularly in California; general knowledge about housing funding streams; and housing options for communities working to reduce homelessness.
- Demonstrated expertise in supportive housing, including familiarity with site selection, financing sources, and operational challenges and solutions.
- Experience with performance or outcomes measurement.
- Experience in managing complex projects.

### **What the Housing Consultant will Gain from Position**

- Advanced experience with complex financial, 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 affordable housing finance, the development process, and policy analysis using data and information from multiple sources.

- Be key support on housing development and financing efforts on behalf of developers and communities working to reduce homelessness
- 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 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 and common sense 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](mailto:info@focusstrategies.net). Please include your name and position title in the document's electronic title (e.g., Kendra Scott Housing 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.