



# 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, United States (preferably California or West Coast)
Reports to:	Senior Consultant
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
Requirements:	Proof of eligibility to work in the United States; proof of having received a Covid-19 vaccine and available boosters (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, <a href="mailto:info@focusstrategies.net">info@focusstrategies.net</a>

## **CONSULTANT RESPONSIBILITIES AND REQUIREMENTS**

### **Position Overview**

Focus Strategies consultants are passionate about ending homelessness and have spent at least three years developing and implementing homelessness response programs and systems or in housing/homelessness response policy development. We are trusted to lead communities in reducing homelessness by making strategic shifts that can be high stakes. It's a serious responsibility and every day we feel like we're making a difference we are proud of.

We use outstanding critical thinking, analytical and interpersonal communication skills to manage a variety of projects. We are self-directed and detail oriented in order to create and manage processes for project development and stakeholder engagement. We possess

excellent technical writing skills to provide our clients with substantive and accurate analytical, interpretive, and policy content for deliverables, publications, reports, and other products.

## **Position Responsibilities**

### **Project Management**

- Serve as the project manager for consulting and technical assistance contracts relating to homelessness response system development and planning

### **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 including speaking publicly in formal and informal settings

### **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 graduate degree in sociology, public policy, social work, or a related field (at least four years of experience in a management role in the homelessness response field may substitute for a graduate degree)
- At least three years of substantive/system-level experience in homelessness response
- At least three years of experience developing high quality written analyses of homelessness response programs, populations, and dynamics
- Superior technical writing skills

- 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; knowledge of nonprofit and government structures (including roles and responsibilities of client partners and their stakeholders)
- Experience in client/customer support, adjusting materials and approach to meet client/customer needs
- Demonstrated understanding of interview techniques and meeting/group facilitation
- 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
- 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
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- Occasional travel throughout the West Coast and very occasional travel to other areas

### **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 a small 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. This position requires travel to internal meetings, client sites, trainings, and/or conferences.

### **Physical Requirements**

- Ability to operate a computer for 6-8 hours per day
- Ability to give and receive detailed information through verbal and written communication
- Ability to perform activities such as: preparing and analyzing data and figures, transcribing, expansive reading
- Ability to set up and maintain a safe and ergonomic workspace in home environment with minimal paper file management, including receiving occasional office supply shipments, rare shipping of equipment for repair, and carrying laptop and files or occasional all-day travel

**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 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.