



## ANALYST 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:	Analyst
Location:	Remote, United States (preferably California or West Coast)
Reports to:	Senior Analytics Consultant
Status:	Full-time, 40 hours/week, hourly
Compensation:	\$33 – \$40 per hour 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:	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>

## **ANALYST RESPONSIBILITIES AND REQUIREMENTS**

### **Position Overview**

Analysts at Focus Strategies achieve our mission by contributing to high-level and high-quality analyses for our client communities, including quantitative, qualitative, and mixed-methods projects using an equity lens and a systems approach. The Analyst will work under the supervision of a Senior Analytics Consultant, supporting the analytics team with research and analyses related to homeless systems and programs. The Analyst will assist with a wide range of qualitative and quantitative data collection and analysis, developing presentations and training materials for client communities, summarizing key findings, drafting reports, and providing additional support to analytics projects. Candidates for the Analyst position 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**

- Engage in data analysis efforts for communities working to reduce homelessness, using an equity lens and a systems approach.

- Conduct research and analyze data from single systems (e.g., homelessness) and multiple disciplines, including health, mental health, homelessness, and affordable housing.
- Assist with design and implementation of data collection processes.
- Conduct research using a variety of methods, including in-person and virtual interviews, as well as web- and documents-based research.
- Work collaboratively with staff at client and partner organizations to collect and accurately interpret information.
- Clean, transform, and analyze complex data from multiple sources using Excel, R, and other software.
- Compare data from client communities to national trends and other comparable communities.
- Synthesize research findings into recommendations for practice and draft technical memos and reports.
- Develop user guides, technical workflows, and other training materials for end users of information systems.
- Support analyses and technical assistance for trainings and presentations for workshops and professional meetings.
- 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, or a bachelor's degree in public policy, psychology, public health, or a related field and at least three years of relevant experience.
- Demonstrated experience in carrying out research, data manipulation, and analysis.
- Proficiency with all Microsoft Office Suite products, statistical software (R preferred), and data visualization software (such as Tableau, Power BI).
- 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.
- 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.

### **Preferred Skills and Aptitudes**

- Bilingual skills (English and Spanish written and oral fluency preferred).
- Experience in homeless programs, systems, or policy development.
- Experience with program evaluation and outcomes measurement.
- Experience generating and understanding budget data.
- Experience translating program, community, or systems goals into data collection tools.
- Experience with management information systems.

### **What the Analyst will Gain from Position**

- Exposure to complex policy, technical, and community issues using a systems approach.
- Opportunity to deepen skills in program, systems, and policy analysis using data and information from multiple sources.
- Experience developing presentation skills using detailed technical information for non-technical audiences.
- Experience with consultation for public benefit.
- 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 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 some 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 Analyst 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.