



Analytics Team Project Manager

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 governmental and non-profit 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

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| Position: | Analytics Team Project Manager |
| Location: | Remote, United States (preferably California or West Coast) |
| Reports to: | Manager of Analytics and Evaluation |
| 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: | 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) |
| Contact Info: | Nina Prudhomme, Administrative Manager, info@focusstrategies.net |

ANALYTICS TEAM PROJECT MANAGER RESPONSIBILITIES AND REQUIREMENTS

Position Overview

The Focus Strategies Analytics Team Project Manager works closely with the Manager of Analytics and Evaluation, the Manager of System Design and Development, and the Systems Team Project Manager to administer our clients' diverse and complex project needs. This is a highly collaborative role, requiring strong communication and interpersonal skills. Focus Strategies' calendars on Monday will look significantly different from the way things turn out by Friday, and this role is comfortable with changing priorities and navigating ambiguity as we strive for excellence. The Project Manager has a passion for ending homelessness and uses business acumen, excellent organizational and interpersonal skills to coordinate and support team members to lead a variety of meaningful projects.

Position Responsibilities

Resource Planning and Allocation

- Work closely with Manager of Analytics and Evaluation, and the Systems Team Project Manager to manage resource availability, capabilities, priorities, and costs, including coordinating prospective work
- Understand, communicate, and link project outputs with inputs including budget management
- Collaborate to create and manage systems for sharing knowledge and learning among staff with a focus on continuous improvement
- Apply effective project governance and active engagement of stakeholders at all levels
- Proactively alert leadership about issues and risks
- In collaboration with leadership, the Systems Team Project Manager, and Project Managers, develop and maintain reporting on resource utilization, productivity, project progress, and budgets
- Communicate data driven insights to leadership, highlighting areas of concern or improvement

Project Management

- Coordinate with others to create and manage project workflows, including defining project plans (for example, identifying key project activities and resource requirements), communicating, and following up on project plans and tasks
- Deliver a range of planning and design activities to manage complex projects with often-changing deliverables and priorities
- In collaboration with leadership and the Systems Team Project Manager, document existing and create new processes and structures, which may include organizing electronic materials to ensure accurate documentation for procedures and workflow
- Ensure that team members have adequate information to successfully move client work forward, including directing flow within information systems and championing project management processes
- At the direction of the Manager of Analytics and Evaluation, perform analysis of both existing and prospective work and create client-specific materials and reports

- Coordinate with Systems Team Project Manager, Administrative Manager, and Administrative Analyst on project-related activities, including the management of project assignments, timelines, budgets, and contracts in project management/PSA software
- Assist in the management of all aspects of client relationships including scheduling, communication, coordination, and reporting
- Expand and maintain relationships with internal and external business partners
- Proactively track project schedules, milestones, and deliverables

Additional Responsibilities

- Actively participate in continuous learning and process and product improvement efforts with the Focus team
- Support organizational leaders and other staff with identifying, executing, and driving internal projects
- 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

- At least 3 years of experience managing multiple, diverse, and complex projects, within a consulting firm or health and human services context
- Strong knowledge of multiple approaches to project management, monitoring, and metrics including the use of project management/PSA software
- Demonstrated experience developing complex data reporting, including use of data visualization software (such as Excel, Tableau, Power BI)
- Skilled at generating project plans and understanding budgets
- Solid organizational ability, meticulous attention to detail, high-level of adaptability
- 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

- Understanding of racism, oppression, and the ways in which systems interplay to cause homelessness and housing instability
- Excellent interpersonal and public speaking skills
- Aptitude in decision-making and problem-solving
- Highly self-directed and flexible
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook

Preferred Skills and Aptitudes

- Knowledge of the homelessness landscape and common issues, particularly on the West Coast; general knowledge about homelessness funding streams; and system design and housing options for communities working to reduce homelessness
- Interpreting quantitative and qualitative data about homelessness and homeless programs and systems
- Certifications in project management methodologies, including PMI, PRINCE2, and Agile
- Bilingual skills (English and Spanish written and oral fluency preferred)

What the Project Manager will gain from position

- Support communities working to reduce homelessness
- Opportunity to assist in 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. This position requires occasional 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 a home environment with minimal paper file management, including receiving occasional office supply shipments, rare shipping of equipment for repair, and carrying a 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. Please include your name and position title in the document's electronic name (e.g., Kendra Scott Analytics Team Project Manager 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.