

Company:	Facente Consulting
Position:	Strategic Facilitation Consultant
Salary:	\$106,090 to start
FTE:	Full-time

Position Overview

Facente Consulting is a woman-owned consulting firm headquartered in San Francisco's East Bay, specializing in providing public health-related professional services to health departments, other government agencies, nonprofits, universities, coalitions, and collaborations. Our mission is to support our clients to improve health and wellness by helping them understand, implement, and tell their story. We are seeking a Strategic Facilitation Consultant to join our team - someone who is passionate about public health, values the wisdom of communities, and wants to apply their skills and experience to advancing health equity for under-resourced populations. **We strongly encourage people of color and people with lived expertise in communities affected by health inequities to apply.**

What do we mean by “Strategic Facilitation?” Good question! In our work, strategic facilitation means striking a balance between listening and leading, to guide groups through a semi-structured process toward an outcome – whether that is a decision, a plan of action, collective clarity on a particular issue, or something else. (Examples of groups we frequently work with include leadership teams of a direct service organization, teams of public health department staff, and community advisory boards.) More than simple meeting facilitation, strategic facilitation usually starts with a problem to be solved or outcome to be developed, but no clear path to get there. A strategic facilitator simultaneously manages group dynamics, advances the group’s conversation by quickly synthesizing their contributions and reflecting them back to the group, and keeps the group progressing toward the overall goal and vision for the process or consulting engagement. It also requires adapting in the moment to emerging needs and dynamics that call for creative thinking and spontaneous redesign of the facilitation plan to better meet the group’s and project’s needs. It can include leading a strategic planning process, but applies to many types of projects and processes that go beyond strategic planning itself.

The Strategic Facilitation Consultant’s primary role will be to lead and/or participate in a variety of client projects requiring strategic facilitation, ranging in complexity, length, and subject matter, initially under the guidance of more experienced staff, with increasing independence. The Strategic Facilitation Consultant may have specialized subject matter expertise in one or more public health or related issues, but is expected to be able to facilitate strategic processes for a range of clients and topics, which might include those outside their usual area of expertise. In addition to projects that explicitly require strategic facilitation, the person in this consulting position may also be asked to participate on teams or lead projects that involve other types of work, including needs assessments, evaluations, or other tasks described in the job description listed out on the next page.

This position is a full-time regular exempt (salaried) position.

Job Description

- Lead multiple simultaneous projects "end-to-end" of varying sizes, complexity, and subject matter, including guiding overall vision and providing direction and guidance to project team members
- Exercise project management and strategic decision-making skills – i.e., implement and manage the project plan to stay on task and timeline, while also assessing and synthesizing multiple points of information (e.g., primary data, stakeholder perspectives, political will, best practices) in a strategic way, and using that information to modify the project plan or approach as needed
- Facilitate groups and processes according to the expectations for strategic facilitation described in the Position Overview
- Understand and present data to tell a story and inform program or policy decisions
- Prepare and deliver presentations, reports, and other client deliverables
- Apply health equity principles and an antiracist lens in project implementation
- Work effectively with a wide variety of stakeholders, including executive directors, program directors, foundation executives, clinical staff, public health professionals, researchers, clients of nonprofits, and community members
- Build and maintain rapport with company clients, through collaborative engagement and effective communication with project stakeholders
- Develop and maintain positive working relationships with coworkers and potential clients
- Provide ad hoc project support to projects led by others

Skills and Experience

Required Skills and Experience

- Minimum of 5 years of experience as a facilitator and/or consultant, or in a role similar to that of a consultant (such as technical assistance/capacity building with autonomy over planning and implementation, or internal evaluator serving multiple programs or departments within an agency)
- Experience facilitating both in-person and virtual group processes
- Deep familiarity with public health topics, programs, departments, and/or systems
- Experience using quantitative and qualitative information to lead organizations in data-driven problem-solving and improvement processes
- Ability to make data accessible to lay audiences, and to translate findings into actionable conclusions and recommendations for public health programs
- Ability to analyze a situation/context and propose strategic approaches and solutions
- Well-versed in health equity principles
- Willingness to engage in antiracism work on personal and organizational levels
- Comfort with supporting clients in clarifying evaluation questions and identifying strategies to use data to answer those questions in meaningful ways
- Ability to flexibly adapt project scope or activities in service of the client's evolving needs and goals
- Ability to move work forward independently, with general guidance

- Ability to maintain positive relationships with clients and coworkers
- Ability to multi-task in the face of competing priorities
- Strong presentation skills
- Proficient with MS Office applications (Word, Excel, PowerPoint) and web-based communication platforms (e.g., Zoom), and comfortable learning new technology
- Willingness to travel occasionally for in-person facilitation or project meetings (with COVID-19 protections in place as appropriate)

Desired Skills and Experience

- Experience working for or with a health department and/or a community-based organization
- Master's degree in public health or related field
- Fluent/native speaker and writer in one of the following: Spanish, Mandarin, Tagalog, or Vietnamese

Additional Information

- Facente Consulting is a virtual workplace, with no physical office. All of our staff work from their homes, but we work hard to foster a remote supportive team environment.
- This position may require local, state, and/or national travel.
- Our team is amazing. We are a remarkable group of people with a vast array of skills, unique perspectives and experiences, and a passion for public health practice and health equity. We are people of color and white allies; we are members of LGBTQ+ communities and straight/cis allies. We believe in work/life balance, and we also like to be upfront about the fact that certain projects sometimes require us to do short stints of intense work. To balance out this intensity, we encourage time off, and we gather twice a year in person as a team.
- The salary range for this position is \$106,090 - \$122,004. To ensure equity, the default starting salary is \$106,090, which is reassessed at 6 months.
- Facente Consulting offers a benefits package with health, dental, and vision insurance, a flexible spending account, paid sick time, paid flexible time off (unlimited), long-term disability insurance, retirement, paid professional development opportunities, and more.

Application Instructions

People of color and people with lived expertise in communities affected by health inequities are strongly encouraged to apply. We value the unique experiences, strengths, and perspectives that the applicant will bring to this position. Therefore, we will take into account not just academic training but also real work and life experience, engaging in a holistic review of each applicant's personal and professional experience, skills, and values.

Please submit the following to JT Taylor, Talent Manager, at apply@facenteconsulting.com with "Strategic Facilitation job application" in the email subject line:

- Cover letter
- Resume/CV
- Two professional writing samples, at least one of which presents findings from a data analysis
- Three references with contact information (current or former supervisors or co-workers, professors or teachers, or other professional references welcome) (we will notify you before checking any references)

This position is open until filled.