

Job Description

Director



PARTNER FORCES

POSITION TITLE: Director

STATUS: Full Time

LOCATION: Washington, DC

Partner Forces LLC is seeking a Director to lead corporate initiatives and support the growing Department of Homeland Security (DHS) portfolio at FEMA. The candidate will provide programmatic support related to several grants programs that have received increased funding due to the pandemic. Work under this contract will include process development and improvement, data analysis, policy development, and advisory support. Duties include project management, program assessment, stakeholder engagement, and policy analysis.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Analyze grant processes and policies across multiple programs and recommend improvements. Coordinate changes among many stakeholders.
- Assess risk assessment methodologies and process across multiple programs and recommend improvements. Coordinate changes among many stakeholders.
- Advise leadership on the impacts of new legislation, OMB guidance, and other federal requirements.
- Assist in the development and implementation of Congressional, Presidential, and Departmental policies and strategy-related deliverables.
- Coordinate projects and de-conflict priorities to ensure client goals are met and the project requirements are accomplished.
- Communicate and coordinate daily with executive level leadership throughout DHS.

MINIMUM QUALIFICATIONS

- 10+ years of relevant professional experience support federal government clients. DHS experience preferred.
- Experience leading teams of consultants and managing project financials.
- Background in writing proposals and other new business development materials.
- Demonstrated knowledge of regulations and laws related to government contracting.
- Ability to obtain and maintain DHS HQ suitability required.

THE COMPANY

Partner Forces, LLC., is a WOSB focused on helping homeland security partners with their most pressing and complex challenges and opportunities. The company provides management consulting services for the homeland security and national security enterprise. We offer clients holistic and integrated solutions to their current and emerging homeland security requirements related to program development and analysis, stakeholder engagement and outreach, strategic planning, technology implementation, security and preparedness assessment, and business process design and improvement.

To apply, submit a complete resume and cover letter that includes salary requirements to recruiting@partnerforces.com.