

Job Description

Program Analyst (Grants)



PARTNER FORCES

POSITION TITLE: Program Analyst (Grants)

STATUS: Full Time

LOCATION: Washington, DC

Partner Forces, LLC., is seeking a Program Analyst to support a Department of Homeland Security client. The Program Analyst will provide a variety of mission critical business support services for the management of several national grants programs.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Support the management of several national grants programs through stakeholder communication, data analysis, and the development of executive presentations.
- Analyze existing grants processes and suggest opportunities for improvement.
- Develop Standard Operating Procedures for processes related to grants management.
- Possess existing knowledge of the grants management for State and/or Federal governments.
- Produce analytical reports and recommendations.
- Assist the client in accomplishing daily requirements to ensure efficient task completion.

MINIMUM QUALIFICATIONS

- Ability to obtain and maintain DHS HQ suitability required; current preferred
- BA/BS
- 3-6 years of relevant professional experience
- Exceptional verbal and written communication skills
- Ability to multi-task and excel in a team environment
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, PowerPoint, and Outlook

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.