

## **Position Description: Director of Operations**

### Summary

Caerus Analytics is seeking an experienced business and contracts manager to support its work with a variety of government clients in the defense and intelligence sectors. This position is full-time, salaried with benefits, and based in Arlington, VA. The Director of Operations will be responsible for managing and executing all contract administration functions: managing prime and sub government contracts, maintaining compliance with regulations and accounting standards, and working with management to identify risks and opportunities within contract vehicles. The Director of Operations will develop internal systems that ensure contract compliance. This position also requires proposal budgeting and budget development.

The ideal candidate will have five to ten years experience with business operations and management of government contracts including compliance, reporting requirements and pricing. Candidates should have a working knowledge of contracting vehicles in the defense and intelligence communities, and be eligible for a Top Secret clearance. Experience working with start-ups and/or establishing business operations processes in new organizations is strongly preferred.

Caerus partners with clients and communities to design, implement and analyze interdisciplinary approaches to stability and growth in conflict, disaster-affected, and frontier environments. Caerus uncovers new and rigorous indicators of stability to support analyses of complex conflict dynamics. We develop and apply unique methodologies and unconventional data sources to understand complex environments and population dynamics where traditional research methods and intelligence collection fail.

### Duties and Responsibilities

The Caerus Analytics Director of Operations will design and manage the company's business operations and contracts' systems, and mentor key staff on the management and implementation of those systems. Key responsibilities include:

- Develop and oversee all business processes related to execution and management of government contracts
- Act as the focal point of contact with customers on all contractual matters.
- Manage invoicing to prime contractors and the government
- Prepare, review, negotiate, and execute corporate contractual documents such as subcontracts, non-disclosure agreements, teaming agreements, purchase orders, and consulting agreements.

- Assist with the preparation of bids and proposals; negotiates terms and conditions.
- Manage subcontractors and consultants.
- Review and submit contract modifications for prime and sub contracts
- Review statements of work to identify contractual risks and obligations, and offers solutions to mitigate contractual/program risks.
- Compile and analyze contract data and maintain historical information.
- Support other business operations as necessary including IT, corporate communications, recruiting, and personnel management.

## Qualifications

Ideal candidates will have the qualifications listed below:

- Professional experience working with government clients and extensive knowledge of Federal government contracting processes and procedures including compliance, reporting requirements, and pricing.
- Experience working with start-ups or establishing business operations processes in new organizations.
- Five to ten years experience directly managing full range of Government service and supply contracts—including CPFF, FFP, T&M, and CPAF contract types. Certified Professional Contracts Manager (CPCM) certification preferred.
- Working knowledge of existing and forthcoming contracting vehicles supporting the Department of Defense and the Intelligence Community.
- Experience administering DoD and USG overseas contracts required.
- Strong demonstrated knowledge of contract terms and conditions, including FAR/DFARS.
- Experience with subcontract administration, NDAs and Teaming Agreements.
- Experience developing solutions to complex problems and providing contractual advice and analysis to ensure that the business achieves its financial objectives.
- Demonstrated understanding of how terms and conditions affect prices and schedules
- Demonstrated ability to conduct timely negotiations and resolve customer issues, and optimize cash flow in contract management and negotiations.

- Ability to work independently, and as part of a small team
- Excellent written and verbal communications skills
- Expert in Microsoft Office applications
- Eligibility for Top Secret clearance (active clearance preferred)

Application Instructions

Please send a current resume and a cover letter expressing your interest to Erin Simpson at Caerus Analytics (esimpson@caerusanalytics.com) with “Director of Operations” in the subject line. Caerus will conduct interviews for this position in our Arlington, VA offices, or by Skype or video-conference for individuals not in the national capital region.

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Caerus provides equal employment opportunity to all qualified candidates, and will consider candidates without regard to race, color, religion, sex, sexual orientation, national origin, ethnicity, disability, veteran status, age, pregnancy, genetic information or any other characteristic protected by applicable state, federal, or local law. Caerus complies with all applicable laws, rules and regulations pursuant to hiring compensation, promotion and retention, including but not limited to, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and state and local anti-discrimination laws, to the extent applicable.