



Job Description: Senior Program Manager at The Outpost, LLC

Position: Senior Program Manager

Location: Washington, D.C. Metro Area

About The Outpost, LLC:

The Outpost, LLC is a cutting-edge advisory and technology accelerator firm committed to solving complex challenges at the nexus of Technology, National Security, and Capital. Our mission is to expedite the deployment of innovative technology solutions within the defense sector, significantly impacting national security. Our dedicated team, comprising industry insiders, DoD experts, and former operators, is committed to fostering a culture of excellence and embodies our core value of "DOING GOOD."

Position Overview:

The Outpost, LLC is seeking a highly skilled Senior Program Manager to join our dynamic team. Based in the Washington, D.C. Metro Area, you will play a pivotal role in driving the successful execution of critical programs that advance our mission and contribute to the achievement of our organizational objectives. As a Senior Program Manager, you will be responsible for program planning, execution, and stakeholder management, helping to shape the success of our endeavors.

Key Responsibilities:

- **Program Planning:** Develop and maintain comprehensive program plans, including goals, scope, budget, timeline, and resource allocation.
- **Execution:** Lead the execution of programs, coordinating internal and external resources, managing budgets, and ensuring all deliverables are on time and within scope.
- **Stakeholder Engagement:** Build and maintain strong relationships with program stakeholders, including government agencies, defense contractors, partners, and clients.
- **Risk Management:** Identify potential program risks and develop strategies to mitigate them effectively.
- **Budget Management:** Create and manage program budgets, tracking expenditures and ensuring cost-effectiveness.
- **Reporting and Documentation:** Prepare regular progress reports and documentation, communicating program status, issues, and successes to leadership and stakeholders.
- **Team Leadership:** Supervise and mentor program team members, fostering a culture of excellence, collaboration, and growth.
- **Quality Assurance:** Ensure program deliverables meet or exceed quality standards, client expectations, and government regulations.

- **Compliance:** Ensure program activities and processes adhere to relevant regulations and guidelines, especially in government and defense contexts.
- **Continuous Improvement:** Identify areas for program improvement and implement necessary changes to enhance program efficiency and effectiveness.
- **Program Evaluation:** Collect and analyze data and feedback to measure program performance and make data-driven decisions for improvement.

Qualifications:

- Bachelor's Degree in Business, Management, or a related field; Master's degree preferred.
- Proven experience in program management, with a track record of successfully leading and delivering complex programs.
- Familiarity with the Washington, D.C. Metro Area's defense and government ecosystem.
- Strong project management skills, including proficiency in program management software.
- Exceptional organizational, communication, and leadership abilities.
- Demonstrated ability to build and maintain relationships with key stakeholders.
- Analytical thinking and problem-solving skills.
- Flexibility and adaptability to manage evolving program requirements.
- A passion for The Outpost's mission and commitment to making a meaningful difference.

Compensation:

The compensation for this position will be competitive and commensurate with the candidate's skills and experience.

Application Process:

If you are a seasoned program manager with experience in the Washington, D.C. Metro Area and meet the qualifications outlined above, we invite you to submit your resume, a cover letter, and any additional relevant materials to careers@theoutpost.com.

At The Outpost, LLC, we are dedicated to building a diverse and inclusive workforce and encourage candidates of all backgrounds to apply.