

### Background

We are looking for a **Senior Management Consultant** to work closely with Federal CIO organizations in helping manage the IT organization and maintaining related compliance, such as FISMA, FITARA, and OMB reporting requirements. This is a highly visible position and will require a self-motivated, well-versed, and knowledgeable candidate to support the organization.

### Senior Management Consultant Core Responsibilities

**Senior Management Consultant** will be invaluable in maximizing the CIO's ability to strategically lead and direct a fast-paced IT organization through planned modernization efforts and critical transformation programs. Specifically,

- Quickly gain understanding of the responsibilities of each IT Division and Branch along with their expected performance areas and
- Display a working knowledge of all compliance and audit areas such as FISMA, CyberScope, FITARA and other applicable reporting and compliance areas.
- Monitor required actions for each IT Division and Branch; reminding them of when things are due; tracking metrics and reporting back to the Organizational, Department or Federal entity
- Conduct research and compile advanced briefing materials as needed
- Provide day-to-day logistics and follow-up for tasks relating to completion of projects
- Provide support for strategic meeting agendas, including facilitation, meeting notes, and follow-up on action items.
- Working with the CIO leadership and consulting team to develop new strategic ideas and initiatives, and execute special strategic projects

### Job Requirements & Desired Knowledge / Skills / Abilities

- Bachelor's degree or equivalent practical experience in Business, Finance, IT
- 5-10 years of relevant Federal work experience
- Demonstrated experience successfully leading complex projects with multiple work streams
- Excellent written and verbal communication with a commitment to high-quality output
- Active Secret Clearance is required or ability to obtain
- Advanced computer skills with MS Office tools, MS Teams and other collaboration systems.
- Desired – ability to manage large, complex spreadsheets and database tools.

**Job Location:** 2703 Martin Luther King Jr Ave SE, Washington, DC 20593

**About Arete Consulting LLC:** Arete is an ancient Greek word meaning "excellence". We are a veteran-owned small business that applies industry best practices, tools and methodologies to help our clients achieve mission success. We work side-by-side with our clients to provide solutions that work. Arete is guided by four principles: taking care of our people, having a clear purpose, operating on core values, and delivering for our clients. We operate with the precision of a large business and give our clients the personal attention of a small business.

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**Consulting 101.** Arete is a consulting firm. Consulting is the business of providing value-added advice for government clients. Consultants pull from their experience and problem-solving abilities to offer valuable advice to a specific government client or organization. A consultant's job is to help their clients get from point A to point B --- from their current state to their desired state. Consultants listen to client goals and objectives and:

- Ask questions to clarify goals & objectives. Identify and review existing documentation and reports.
- Analyze current programs/processes/systems. Perform research on specific topics or projects.
- Perform analytical and writing tasks, such as cost studies, requirements analysis, reports on the programs/processes/systems, and written recommendations for improvements. Implement process and procedures tied to accomplishing client objectives.
- Participate in meetings with clients and supervisors. Communicate status, work-flow, and issues with team-mates and clients.

### Benefits

- Competitive salary
- Health, dental and vision insurance
- Transit benefits
- 401(k) plan
- 15 days of paid time off
- Paid community service leave
- Referral bonus
- Laptop assistance
- Tuition reimbursement
- Professional development support