

# FALCONWOOD INC.

## **About Falconwood, Inc:**

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **Strat Comm Analyst**. The Strategic Communications Analyst shall support the United States' Navy Maritime Maintenance Enterprise Solution – Technical Refresh (NMMES-TR) Program Management Office, designated as PMS 444. In this role, the Analyst will provide Strategic Communications Change Management expertise for the PMS 444 Product Support Manager. The Analyst will be responsible for leading the effort to implement the change management methodology, build Strategic Communications capability, and lead cultural adoption of the NMMES-TR system to the Naval Shipyards, Regional Maintenance Centers, and other fleet maintenance activities. The primary role is the creation and implementation of change management plans (including the integration of communications and training) for raising awareness about a change, coaching sponsors and leaders, involving employees in the design of the change, getting employees ready for the change, accelerating the transition from current to future states and achieving the benefits of the change.

## **Duty Location:**

Washington, D.C./Orlando, FL

*\*Minimal travel may be required.*

## **The Strat Comm Analyst will:**

- Provide expert advice, guidance, and recommendations to the PMS 444 Product Support Manager and leadership on all matters related to shore maritime maintenance Strategic Communications Change Management requirements of Navy shipyards, Regional Maintenance Centers, and other fleet maintenance activities.
- Work with employees at all levels (executives, managers, employees) to coach and influence for positive business outcomes. Coach executive sponsors, people leaders, change champions, and change agents for effectiveness in their change-related roles.
- Create business cases to support change based on the environment, type of change, groups affected by the change, resource availability, etc.

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- Lead development of leadership action communication products including briefing slide decks, videos, emails, readiness checklists, quick start guides, etc.
- Develop detailed change management and internal communication plans and supporting materials, in close partnership with External Communication Departments, Public Affairs Offices (PAO) and Training leads.
- Conduct change readiness assessments, evaluate results, present findings, and make recommendations. Create and manage measurement systems to track adoption of the change.
- Partner closely with the leadership to manage execution of change activities in alignment with the Integrated Master Schedule (IMS).
- Provide guidance and oversight to Program leadership, Maintenance Activity Subject Matter Experts (SME), Change Agents, and other diverse skill sets to conduct change management and develop communication products in accordance with Kotter, Prosci, and other methodologies.
- Provide expert-level change management strategies and oversight including resource allocations, cost and time estimates, schedules, action items, and product deliverables to ensure NMMES-TR implementation is successful.
- Provide oversight and vendor coordination for change management deliverables to include PowerPoint Presentations, Job Aids, Slick Sheets, Videos, online messaging, etc.

## **Qualifications and Education Requirements:**

- Active SECRET Clearance
- Bachelor's Degree in Business, Human Resources, Marketing, or Communications
- Minimum 7 years' experience in Organizational Change Management, Communications, Strategic Communications Development, or Senior Management
- Expert knowledge and practical application with a change management methodology (e.g., Kotter, Prosci, or ACMP) within an IT environment.
- Advanced Proficiency in facilitation and communication skills, both written and verbal, across all functions and levels.
- Ability to communicate complex information and ideas verbally and in writing to support informal and formal forums so others from diverse backgrounds and experience levels will understand.
- Ability to operate within a rapid-pace, dynamic environment, often-times managing multiple programs concurrently.
- Expert-level knowledge and ability to optimize information flow and recommend knowledge management solutions.
- Proficiency in Microsoft Project, Word, PowerPoint, and Excel
- Excellent customer/client management skills and techniques – internal and external

## **Preferred Skills:**

- Kotter, Prosci, or ACMP Certification
- 2+ years of experience in information technology
- 3+ years in Project Management or Project Support role
- Experience on a Major Acquisition Program

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**Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at [tcannon@falconwood.biz](mailto:tcannon@falconwood.biz).**

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