

**Long Wave Inc. Position Description**

**Position Title:** Risk and Opportunity Manager

**Department/Location:** SimTEC/Oklahoma City, OK 73104

**Supervisor:**

**Status:**  Regular/Full-Time Non-Exempt

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Function:**

The Risk and Opportunity Manager is responsible for overseeing the identification, assessment, mitigation, and tracking of risks and opportunities within government contracts. This role involves working closely with cross-functional teams, including program management, contracts, engineering, and finance, to ensure the successful execution of contracts while maximizing performance and minimizing risks. The Risk and Opportunity Manager plays a critical role in driving strategic decision-making, ensuring compliance, and contributing to the overall success of the program’s objectives.

**Essential Responsibilities:**

* **Risk and Opportunity Management**:
  + Lead the identification, analysis, and mitigation of project risks and opportunities throughout the contract lifecycle.
  + Develop and maintain a comprehensive risk and opportunity register.
  + Collaborate with stakeholders to proactively address potential risks and capitalize on opportunities that can enhance project performance.
* **Risk Analysis and Reporting**:
  + Utilize risk management tools and techniques to evaluate risks and opportunities, including Monte Carlo simulations, decision trees, and other quantitative/qualitative methodologies.
  + Prepare and present detailed risk and opportunity assessments to senior leadership, program managers, and other key stakeholders.
* **Mitigation and Contingency Planning**:
  + Develop, implement, and track risk mitigation plans, contingency plans, and recovery strategies to minimize impact on program objectives.
  + Recommend proactive actions to reduce exposure to risks and take advantage of emerging opportunities.
* **Compliance and Documentation**:
  + Ensure compliance with DoD risk management guidelines, FAR (Federal Acquisition Regulations), DFARS (Defense Federal Acquisition Regulation Supplement), and other applicable regulations.
  + Maintain accurate and up-to-date documentation of risk and opportunity activities, including reports, risk registers, and meeting minutes.
* **Cross-Functional Collaboration**:
  + Partner with program teams to integrate risk and opportunity management practices into program planning, execution, and change management processes.
  + Assist with contract modifications and changes, ensuring proper handling of any risk or opportunity-related adjustments.
* **Training and Awareness**:
  1. Provide training to team members on risk and opportunity management processes and best practices.
  2. Foster a culture of risk awareness and proactive issue resolution within the organization.

1. **Continuous Improvement**:
   1. Evaluate the effectiveness of risk and opportunity management processes and implement continuous improvement initiatives.
2. **Perform other duties as assigned.**

**Work Conditions:**

Employee will be working within an office environment. Employee may be expected to travel on occasion to locations where specific PPE or attire is necessary.

**Job Requirements:**

*Minimum Requirements:*

* **Education**:
  + Bachelor's degree in Business Administration, Engineering, Risk Management, or a related field (Master’s preferred).
* **Experience**:
  + Minimum of 5 years of experience in risk management, project management, or contracts within the DoD or defense contracting industry.
  + Proven experience with DoD acquisition processes, FAR/DFARS, and government contracting requirements.
  + Familiarity with risk management tools, techniques, and software (e.g., Primavera Risk Analysis, Excel-based tools, etc.).
  + US Citizenship
  + Proficient in Microsoft Office to include Word, Excel, and Outlook
  + Current/Ability to obtain Secret Clearance
* **Skills**:
  + Strong understanding of DoD risk management practices, including risk assessments, mitigation strategies, and reporting.
  + Ability to analyze complex technical and business challenges and develop effective solutions.
  + Excellent communication and interpersonal skills, with the ability to collaborate across multiple teams.
  + Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
  + Familiarity with cost estimating and financial management related to risk and opportunity analysis.

**Preferred Requirements:**

* Detail-oriented with strong problem-solving abilities.
* Ability to work in a fast-paced, dynamic environment.
* Strong leadership capabilities and the ability to influence decision-making at various levels of the organization.
* Ability to adapt and thrive in a constantly evolving landscape of DoD regulations and contract requirements.
* Preferred active DoD Top Secret Clearance

**EOE AA M/F/Vet/Disability**