



HLM ASSOCIATES®

Your security is our priority.

Director of Operations

HLM Associates, LLC

Location: Northern Virginia (Hybrid/Remote with Travel)

Security Clearance: Active Top Secret (TS) Required

Overview

HLM Associates, LLC is a rapidly growing small business supporting national security clients across the Department of Defense and Intelligence Community. We are seeking a highly experienced **Director of Operations** to serve as a senior leader responsible for driving operational excellence, scalability, and organizational performance during a critical growth phase.

Reporting directly to the Board of Managers, the Director of Operations will oversee all day-to-day business operations and play a central role in shaping the company's strategic direction, infrastructure, and long-term success.

Position Summary

The Director of Operations is responsible for the full spectrum of operational leadership, including finance, contracts, human resources, business development alignment, information technology, security, legal coordination, tax compliance, regulatory adherence, and corporate governance.

This role carries significant authority and accountability, including ownership of operational performance, process maturity, and the development of scalable systems to support continued company growth.

Key Responsibilities

Operational Leadership & Strategy

- Lead and manage all day-to-day operations across functional areas
- Develop and implement scalable processes, policies, and infrastructure to support growth
- Establish and track quantitative and qualitative performance metrics (KPIs)
- Drive continuous improvement in efficiency, effectiveness, and organizational performance

Financial Management & P&L Oversight

- Own and manage company P&L, including budgeting, forecasting, and financial planning
- Oversee accounting functions, financial reporting, and cost control measures
- Ensure alignment between financial strategy and business objectives

Contracts, Compliance & Security

COMPANY PROPRIETARY

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- Oversee contract management across federal programs (FAR/DFARS environments)
- Ensure compliance with applicable regulations, including NISPOM requirements
- Support Facility Clearance (FCL) requirements and interface with government oversight entities
- Maintain corporate compliance across legal, tax, and regulatory domains

Business Growth & Capture Support

- Align operational capabilities with business development and capture strategies
- Support proposal development, pricing strategies, and contract execution readiness
- Help scale infrastructure to support new program awards and revenue growth

People & Organizational Leadership

- Lead, mentor, and scale a multidisciplinary team across operations, HR, finance, and security
- Build a high-performing leadership bench aligned with company growth objectives
- Foster a culture of accountability, agility, and mission focus

Systems & Infrastructure

- Oversee implementation and optimization of business systems (e.g., accounting, ERP, CRM)
- Ensure effective use of tools such as Microsoft Office Suite and financial platforms (e.g., QuickBooks or equivalent)

Minimum Qualifications

- Active **U.S. Top Secret (TS) Security Clearance** (must be maintained)
- Minimum **10+ years of senior leadership experience** in operations or related field
- Demonstrated experience supporting U.S. Government classified contracts (DoD, Intelligence Community, etc.)
- Bachelor's degree in Business Administration or related discipline
- Strong knowledge across multiple operational domains (finance, HR, contracts, compliance, etc.)
- Working knowledge of applicable federal regulations and industry standards
- Proven leadership, management, and decision-making capabilities
- Proficiency with Microsoft Office Suite and financial management tools
- Ability to travel up to **25% (CONUS)**



Preferred Qualifications

- Master of Business Administration (MBA) or equivalent advanced degree
- Experience with TS/SCI programs and **SCI eligibility**
- Strong background in budget development, financial modeling, and business planning
- Experience with GovCon systems (e.g., ERP platforms, CRM tools such as Sales Hub)
- Demonstrated success in scaling operations within a growing small business environment
- Expertise in data analysis, performance metrics, and operational reporting
- Strong negotiation and stakeholder engagement skills

Success Factors

The ideal candidate is a hands-on, strategic operator who thrives in a growth environment and is comfortable balancing tactical execution with long-term planning. This individual must be proactive, resourceful, and capable of taking ownership of complex challenges across multiple business functions.

Compensation & Benefits

- Competitive base salary (commensurate with experience)
- **Equity/ownership opportunity with voting rights**
- Comprehensive benefits package (details provided during hiring process)

Work Environment

- Hybrid/remote role based in Northern Virginia
- Regular interaction with government and corporate stakeholders
- Periodic travel required to client sites and company locations

Physical Requirements:

This position may require prolonged periods of sitting at a desk and working on a computer.

Why Join HLM Associates

This is a unique opportunity to join a high-growth company in a mission-critical sector, with the ability to directly influence strategy, operations, and long-term success—while participating in ownership and leadership at the highest level.