



Noctua

Associate – Homeland Security Programs

Location: Washington, D.C.; Other.

Onsite or Remote: Hybrid. Our client prefers local staff who can come into the office one day per week but will consider non-local candidates for this role.

Agency: Department of Homeland Security (DHS) component

Clearance: DHS Public Trust (or ability to obtain)

Employment Type: Full-Time | Government Contractor

Position Overview

Noctua Strategies is seeking an Associate or Senior Associate to support a DHS client in a high-visibility headquarters environment. This role combines strategic communications, policy support, and executive-level coordination to help senior leaders respond to complex and time-sensitive priorities. The ideal candidate is an exceptional writer and communicator who exercises sound judgment, has a strong sense of personal initiative, thrives in a fast-paced setting, and is committed to delivering high-quality client service.

Key Responsibilities

- Develop presentations, executive briefing materials, congressional correspondence, and responses to requests for information for senior leadership.
- Manage incoming taskings from receipt through completion, ensuring accuracy, quality, and timely delivery.
- Build and maintain trusted working relationships with federal law enforcement leaders and subject matter experts.
- Conduct research, support process improvement initiatives, and contribute to special projects as client priorities evolve.
- Maintain awareness of organizational priorities and emerging issues to anticipate client needs.
- Identify opportunities to enhance internal processes and strengthen overall client support.

Required Qualifications

- Master's degree in a related discipline, or a Bachelor's degree with equivalent relevant experience.
- Outstanding writing, editing, and verbal communication skills.
- Strong critical thinking, analytical, and strategic problem-solving abilities.

- Experience translating complex information into clear, concise materials for senior audiences within minimal reliance on AI (use of AI is limited within the government context).
- Demonstrated ability to manage competing priorities, meet tight deadlines, and handle sensitive information with attention to detail and discretion.
- A proactive, team-oriented approach with a willingness to support evolving client needs.

Preferred Qualifications

- Three or more years of professional experience, preferably supporting federal government or government contracting clients.
- Knowledge of homeland security, national security, or federal law enforcement through professional experience, academic research, or published work.
- Experience serving as a trusted advisor and building collaborative relationships with government clients.
- Ability to succeed in a dynamic environment while contributing to a collaborative, solutions-focused culture.

About Noctua Strategies

Noctua Strategies is a boutique woman-owned management consulting firm that partners with government leaders to solve complex strategy, management, communications, and data challenges. We believe in delivering tailored, high-impact solutions through exceptional people, deep federal expertise, and a commitment to transparency, collaboration, and quality. Drawing on experience rooted in DHS, our team supports law enforcement, intelligence, and civilian agencies across the federal government.

Our culture is one of high standards and intellectual curiosity, and we prioritize teamwork, collective success, and ethical behavior in all we do. Noctua Strategies is an equal opportunity employer.

Salary and Benefits

Noctua provides a full range of benefits, including company health insurance, a 401k with company match, 20 days of Paid Time Off (PTO) each year, as well as all federal holidays.

Salaries are dependent on years of experience, education, skillset, and level of responsibility, and ranges are provided for informational purposes: Senior (10+ years of experience): \$90k-125k+; Mid-level (3-10 years): \$65k-100k, Junior (0-3): \$55k-70k.

How to Apply

Please submit your resume and a one- to two-page writing sample to info@noctuastrategies.com.