



## Change Management Subject Matter Expert (SME) Job Description

**ArcSource Group, Inc.** is a certified SBA 8(a), Economically Disadvantaged Woman-Owned Small Business (EDWOSB) that delivers training and management related services to federal and commercial clients. ArcSource Group is seeking a **Change Management SME** to lead change initiatives in support of a research agency change management and training program. Candidates must work very effectively in teams, and be sharp, creative, well written, and articulate when communicating with senior client leadership.

### **Specific Duties Will Include:**

- Leading a workstream of change management and communications experts to develop a change management strategy and communications plan
- Assessing change readiness, leadership alignment, and organizational impact
- Articulating a change vision and strategy
- Recommending training strategies
- Conducting stakeholder analysis and communications to obtain awareness, understanding, buy-in, and support
- Defining project workflows, managing resources, prioritizing responsibilities and tasks in order to deliver quality and timely results
- Proactively engaging with clients to identify challenges, recommend solutions and manage expectations
- Designing appropriate analysis for diagnostics and implementation, analyzing and interpreting ambiguous and complex information and relationships
- Preparing final drafts of major deliverables; assuring quality control
- Anticipating client needs, recognizing and acting on opportunities to enhance client service, and expand the scope of engagement

### **Basic Qualifications (Required):**

- 6+ years of experience with management or IT consulting firm; or similar industry
- Demonstrated expertise in Organizational Change Management
- Experience with industry methods for project management, process improvement, and organizational change management
- Ability to be a self-starter, team player, and effective leader in a fast-paced environment
- Excellent written and verbal communication skills

### **Additional Qualifications (Desired):**

- Change Management Certifications preferred (Prosci, CMAP, Six Sigma or similar)
- Experience at NIH and/or other HHS Agencies/organizations preferred

### **Travel:**

- Infrequent (Less than 5%)

### **Education Level:**

- BA or BS degree required; advanced degrees preferred

### **Clearance Level:**

Ability to receive a U.S. Federal Government Public Trust Clearance



**Employee Benefits:**

- 401k
- Medical, Dental, & Vision Benefits
- Training
- Long-Term & Short-Term Disability
- Life Insurance
- 3 weeks PTO + Holidays
- Salary dependent on skills and experience

**Working Conditions/Physical Demands:**

- Work is performed at the client site in Bethesda, MD.

Please contact: [careers@arcsourcegroup.com](mailto:careers@arcsourcegroup.com)

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*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing.*

*ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.*