



## JOB DESCRIPTION: SECURITY ANALYST

EndRun LLC is a technology consultancy dedicated to direct collaboration with DoD mission partners to develop technology solutions to solve real National Security challenges. Our programming includes critical technology & venture creation, lab-to-market commercialization, and direct funding and contracting support to develop prototypes, training and support for entrepreneurs and the tech workforce needed to ensure these startups and our mission partners succeed.

We are seeking an experienced Security Analyst to join our team. The Security Analyst will be responsible for overseeing and implementing security measures to protect both information and operational assets. This role includes ensuring compliance with the Defense Counterintelligence and Security Agency (DCSA) facility clearance requirements for secret-level clearance. The Security Analyst will manage and monitor security protocols, conduct risk assessments, and work closely with various departments to maintain a secure environment. The ideal candidate will possess experience successfully developing and implementing comprehensive informational and operational security policies in the defense contracting industry. Specific responsibilities include:

### Information Security

- Develop, implement, and maintain information security policies and procedures in accordance with industry standards and regulatory requirements.
- Conduct regular risk assessments to identify vulnerabilities and threats to the organization's information systems and data.
- Respond to and manage information security incidents, including data breaches and cyber-attacks, and coordinate with relevant stakeholders for resolution.
- Ensure information security practices comply with applicable laws, regulations, and standards (e.g., NIST, ISO 27001).
- Perform internal audits and assessments to ensure adherence to information security policies and procedures.

### Operational Security

- Oversee and manage the day-to-day operational security processes, including physical security measures, access controls, and surveillance systems.
- Ensure compliance with DCSA facility clearance requirements for secret-level clearance, including documentation, record-keeping, and periodic reviews.
- Develop and deliver security training programs for staff to promote awareness and adherence to security policies and procedures.
- Investigate and resolve operational security incidents, including breaches of physical security or unauthorized access.
- Work with internal and external stakeholders to address operational security concerns and improve security practices.

### Compliance and Reporting

- Ensure compliance with federal regulations and industry standards related to information and operational security.
- Maintain accurate and up-to-date documentation related to security policies, procedures, and compliance requirements.
- Prepare and present regular security reports to senior management, detailing security incidents, compliance status, and risk assessments.



In addition to possessing experience with each area of responsibility listed above, the Security Analyst will have the following skills:

- Strong communication skills, both written and verbal
- Knowledge of NIST standards, DCSA security regulations, and appropriate security frameworks that comply with those standards
- Ability to assess and analyze security risks, identify vulnerabilities, and develop effective mitigation strategies
- Proficiency in security tools and technologies, including firewalls, intrusion detection systems
- Strong decision-making skills
- Ability to prioritize multiple tasks at one time
- Comfortable with a minimal amount of direction and high expectations

Successful candidates applying for this position will also have the following:

- A bachelor's degree in information security, Cybersecurity, or related field
- 3-5 years of on-the-job experience
- Active security clearance
- CompTIA Security+ Certification and/or Certified Information Systems Security Professional