



Program Analyst

Leesburg, VA

Who we are:

Altagrove delivers smart and innovative technology solutions that create competitive advantages for our customers and their missions. Our focus areas include Space, Connectivity, Cyber, Cloud, Analytics, and Research & Development. As we continue to grow, Altagrove is actively recruiting for a Program Analyst to join our energetic and entrepreneurial team that is executing on a variety of projects that are technology oriented. A successful candidate will bring a core area of expertise and a passion for learning and implementing new ideas in a start-up environment.

Follow us at - <https://www.linkedin.com/company/altagrove>

What you will do:

- Manage, plan, and coordinate project activities to meet schedule, cost, and performance objectives.
- Compile, analyze, and interpret data to support program, project, and operational activities.
- Support preparation and management of contracts, grants, agreements, and program documentation.
- Conduct research and analysis to support program development, planning, and execution.
- Monitor program performance and provide insights, metrics, and reporting to leadership and stakeholders.
- Respond to program-related inquiries, requests for information, and stakeholder communications.
- Assist in identifying program risks, issues, and opportunities, and support development of mitigation strategies.
- Support development and implementation of program goals, objectives, and performance measures.
- Track program activities, deliverables, and milestones to ensure alignment with contractual requirements.
- Assist in classification and evaluation of program, project, or system enhancements.
- Support implementation of new or revised systems, processes, and program initiatives.
- Interpret policies, procedures, and regulatory requirements to ensure compliance across program activities.
- Prepare reports, briefings, and documentation to support decision-making and program reviews.
- Maintain program records, documentation, and data repositories to ensure accuracy and accessibility.
- Support financial tracking, budgeting, and cost analysis activities as required.
- Assist in audit preparation and compliance reviews by ensuring documentation and reporting are complete and accurate.

What you will bring:

- 5+ years of experience supporting program analysis, project coordination, or administrative functions in government or defense environments.
- Strong analytical and problem-solving skills with the ability to interpret complex data.
- Ability to manage multiple tasks, priorities, and deadlines in a fast-paced environment.



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- Strong organizational skills and attention to detail.
- Experience preparing reports, documentation, and briefings.
- Familiarity with program management processes, tools, and compliance requirements.
- Experience collaborating with cross-functional teams in a fast-paced, dynamic environment is a plus.
- Strong commitment to going the extra mile for customers, partners, and their missions.
- Strong proficiency with the Microsoft Office suite, including Word, Excel, PowerPoint, Outlook, Teams, and SharePoint, for documentation, collaboration, and reporting.
- Familiarity with compliance-driven environments (e.g., FAR, regulated programs) is preferred.
- Bachelor's or Master's degree in a related discipline (experience may be considered in lieu of formal education).
- Exceptional attention to detail and organizational skills.
- Active Secret Clearance with eligibility for Top Secret/SCI.

What we offer:

At Altagrove, we believe our employees are our most valuable asset, and we treat benefits as an important part of an employment relationship. The Altagrove benefits package includes:

- 10 Paid Holidays.
- Paid Vacation/PTO.
- Medical/Dental/Vision coverage.
- Life Insurance and Disability coverage.
- Annual Bonus Plan.