

Manager, Executive Protection

Position Summary

A national specialty retailer is seeking a highly skilled, professional, and discreet Manager, Executive Protection (EPS) to join their Enterprise Security and Asset Protection team. The Manager, Executive Protection is responsible for ensuring the safety, security, privacy, and well-being of the Chief Executive Officer and other designated executives through a proactive, intelligence-led protection program.

This role requires a highly trained security professional who combines exceptional protective capabilities with outstanding judgment, emotional intelligence, discretion, and situational awareness. The Manager, Executive Protection will provide close protection during business activities, travel, public appearances, executive events, and other assigned engagements while maintaining a low-profile, service-oriented approach. The position demands the ability to anticipate and mitigate risk, make sound decisions in dynamic environments, and respond effectively to evolving security situations without disrupting executive productivity or business operations.

The ideal candidate is an experienced executive protection, law enforcement, military, or corporate security professional with demonstrated expertise in personal protection, threat assessment, travel security, and emergency response. Equally important, the successful candidate will possess exceptional emotional intelligence, interpersonal awareness, and professional maturity. They must be able to build trusted relationships across senior leadership, executive assistants, and key business partners while navigating sensitive situations with discretion, empathy, sound judgment, and composure. This individual must maintain credibility and influence without reliance on authority and operate effectively in high-pressure, highly visible environments.

This role demands the highest standards of integrity, confidentiality, and professionalism and requires close collaboration with Executive Leadership, Executive Assistants, the Security Operations Center, Business Continuity, Human Resources, Legal, Information Security, and other critical business partners to ensure the continuity, safety, and effectiveness of executive operations.

Core Job Responsibilities

- **Close Protection:** Provide close protection services for the executive at the corporate offices (as needed), during travel, and at public/private events.
- **Strategy and Operations:** Lead and manage the principal's comprehensive security strategy, including threat intelligence, situational awareness, travel risk management, and emergency response.
- **Advance Planning and Logistics:** Plan and execute all security logistics for domestic and international travel. This includes conducting advance work and site surveys, analyzing routes, coordinating secure transportation, and preparing detailed security plans.
- **Liaison and Coordination:** Act as the primary security liaison, coordinating with internal teams like administrative staff, security staff, event planners, business continuity and travel, as well as local and federal law enforcement agencies, venue security, and third-party security vendors.
- **Emergency Response:** Serve as the first responder to any medical or security emergency and perform appropriate medical aid as required and trained. Maintain proficiency in emergency medical aid (CPR/AED/First Aid) and security incident response protocols.
- **Administrative Duties:** Supervise data entries and reports associated with executive protection. Ensure that incident reports, expense reports, and site survey advance reports are submitted in a timely fashion. Supervise the maintenance of protective operations and communications equipment.
- **Protective Intelligence:** Gather and analyze intelligence related to potential threats. Continuously monitor global threat landscapes and open-source and proprietary intelligence streams for information relevant to the principal's safety.

Requirements for Consideration

- **Experience:**
 - A minimum of 8+ years of professional experience in a related field, with at least 5 years dedicated to executive protection.
 - Applicable backgrounds include Corporate Executive Protection, Federal or State Law Enforcement (e.g., US Secret Service, Department of State Security, FBI) or Military Special Operations, all of which planned and executed protective services.
- **Licensing and Certifications:**
 - Valid driver's license with a clean driving record and completion of a recognized defensive/evasive driving course.
 - Current certification in CPR/First Aid/AED. Emergency medical training (EMT, TCCC, etc.) is highly desired.
 - Must have a valid US Passport with Global Entry.

- **Skills and Abilities:**

- Demonstrable experience in conducting advance planning and threat assessments.
- Bilingual in Spanish and English is highly desired.
- Exceptional interpersonal and communication skills, with the ability to interact professionally in corporate and social settings.
- Impeccable judgment, strong decision-making skills, and the ability to remain calm under pressure.
- Maintain a high level of confidentiality
- Must be able to pass a comprehensive background check and drug/alcohol testing.

Preferred Qualifications

- **Education:** A College/University degree or Advanced Degree or certification in a relevant field.
- **Training:** Graduation from a recognized executive protection school (e.g., R.L. Oatman, ESI, EPI) or advanced security certifications like Certified Protection Professional (CPP).
- **Advanced Skills:**
 - Advanced medical training such as EMT or Combat Medic certification.
 - Proficiency in additional languages relevant to global markets.
 - Expertise in digital security protocols, electronic countermeasures (TSCM), and emerging security technologies.
 - Experience coordinating security for private aircraft operations.

Work Environment and Physical Demands

- Ability to work irregular hours, long shifts, weekends, and holidays as required, with on-call availability 24/7/365.
- Willingness and ability to travel extensively (>50%).
- Must maintain an excellent level of physical fitness, capable of standing for long periods, responding physically to threats, and remaining active for extended periods.
- Ability to operate in fast-paced, high-stress, and unpredictable environments.