The Police Foundation is a national non-profit, non-partisan organization that, consistent with its commitment to improve policing, has been on the cutting edge of police innovation for over 40 years. The Police Foundation's work is informed by available evidence, to increase public safety and strengthen communities. The professional staff at the Police Foundation work closely with law enforcement, judges, prosecutors, defense attorneys, and victim advocates, to develop research, comprehensive reports, policy briefs, model policies, and innovative programs that will continue to support the work of law enforcement (police & sheriffs) personnel. The Police Foundation conducts innovative research and provides on-the-ground technical assistance to police and sheriff's departments as well as engages practitioners from multiple systems (corrections, mental health, housing, etc.), and local, state and federal jurisdictions as it relates to police research, policy and practice.

The Senior Law Enforcement Project Manager will serve as the liaison between police practitioner and police researchers, and will be responsible for coordinating and sometimes leading teams of expert consultants conducting on-site, intensive technical assistance or data collection in state and local jurisdictions; and coordinating and participating in politically sensitive meetings with high-ranking law enforcement and federal officials, advocates, and other experts across the country.

In this position, the Senior Law Enforcement Project Manager will be responsible for in-depth analysis of relevant law enforcement administrative policy, evidenced based policing practices, crime analysis, community policing efforts, as well as standard programmatic police operations, policy implementation, and research. S/he will work on multiple projects across the Police Foundation on issues in which he or she has advanced knowledge. This position offers a significant level of responsibility and opportunity to an individual with an established career in policing, criminal justice policy— or other social policy and an interest in policing and criminal justice issues.
ESSENTIAL DUTIES & RESPONSIBILITIES

- Serving as the lead project manager for multiple technical assistance efforts in local police and sheriff's jurisdictions across the country;
- Monitoring timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned project areas;
- Developing web-based products for distance learning, to include webinars, interactive documents, and other materials for national and local audiences;
- Developing training curriculum for multiple audiences, such as police chiefs, police supervisors, line level officers, community advocates, etc;
- Developing written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to law enforcement audiences;
- Developing/expanding the knowledgebase on police, corrections, criminal justice, and related social service policy issues;
- Identifying themes and linkages across initiatives within the Police Foundations diverse portfolio, and leveraging opportunities to incubate and test new research ideas and technical assistance approaches;
- Collaborating with the Police Foundation leadership team to develop long-range strategies to guide the Police Foundation's work;
- Researching new funding opportunities, writing grant proposals, and serving as a resource to funding agencies;
- Planning and participating in policy-focused meetings of high-ranking government officials, advocates, and national experts;
- Identifying and engaging new contacts in the field to serve as formal or informal project consultants or partners;
- Ensuring that senior staff and, where applicable, Police Foundation colleagues, consultants, or funders are aware of relevant project developments and that other work in the field is leveraged for the advancement of project goals;
- Supervising research and project associates, and policy analysts where appropriate;
- Representing the Police Foundation in relevant networks, delivering presentations on Police Foundation projects and initiatives at national industry events, conferences and meetings when appropriate; and
- Participating actively in, and sometimes leading, staff discussions and strategic planning meetings;
EXPERIENCE REQUIREMENTS

The ideal candidate should enjoy working in a fast-paced environment and demonstrate all of the following qualifications:

- A college degree (required) and a graduate degree in a related field, such as criminology, or public policy (preferred).
- Experience in using basic business technology, including the Microsoft Office Suite; on-line calendars; e-conferencing technology; etc.
- Excellent research, writing, and editing skills, developing various types of communications from business emails to large reports (please provide 2 samples);
- Experience in presenting information in one-on-one, team, and large group settings.
- Experience in organizing, balancing and prioritizing multiple projects and deadlines.
- Comprehensive understanding of police organizations, culture and law enforcement practices.
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way;
- Excellent interpersonal skills, including maturity, an ability to work independently and in a team setting, and a sense of humor;
- Efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines;
- Willingness to travel, occasionally several times per month;
- Five to seven years of work experience, ideally, in the field of policing, criminal justice, community development, or crime policy analysis; and/or former law enforcement professionals who have held the rank of Sergeant and above, with command level experience a plus.
- College degree required, and a Master’s degree, particularly in Criminal Justice or Public Administration, is strongly preferred.

SALARY RANGE: Salary is commensurate with experience, and includes a competitive benefits package.

DEADLINE: Open until filled. Incomplete applications will not be considered

APPLICATION INSTRUCTIONS: Interested individuals should upload the following elements to jobs@policefoundation.org.
Résumé
Cover letter
Writing Samples
Names and contact information for references (at least two)
Salary history