



Project Associate

Job Title: Project Associate

FLSA Status: Exempt

Type of Position: Full-time, Regular

JOB SUMMARY

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 nearly 50 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 personnel. The Police Foundation conducts innovative research, provides on-the-ground technical assistance to police and sheriff's departments, and engages practitioners from multiple systems (corrections, mental health, housing, etc.) in local, state, and federal jurisdictions as it relates to police research, policy, and practice.

This position may be assigned to work in a single area or on a variety of projects related to policing and patrol operations, officer safety, investigations, technology, data, police organizations, and/or the provision of training and technical assistance around these areas and others. In this role, you will be responsible for working with others throughout the organization to ensure the project deliverables are met and our projects are effectively managed and implemented. This includes understanding evidence-based policing practices, crime analysis, community-policing efforts, police operations, policy implementation, and research.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Proactively provide comprehensive project management support to include: monitoring timelines, budgets, and deliverables to help ensure responsibilities to funders are met in assigned program areas and timely corrective action is taken to resolve problems
- Manage logistics for meetings, off-site work, site-visits, and related events
- Support the planning of project meetings with government officials, advocates, and national experts, initially by developing agendas, and providing support for senior staff and researchers
- Conduct analysis, prepare, and contribute to funder reports and other related project materials for compliance purposes
- Proactively contribute to the development and maintenance of Police Foundation website and communications content in coordination with communications and senior staff
- Assist senior staff in developing a wide range of written deliverables and products, including guides, trainings, and web-based materials
- Support senior staff in coordinating, attending, and documenting site visits as well as follow-up actions as may be necessary
- Contribute to the development of grant proposals, white papers, concept papers, and other business development activities
- Participate in technical assistance delivery, initially by supporting senior staff and/or consultants in coordinating, attending, and documenting site visits in jurisdictions across the country and eventually by leading site visit planning and coordination



- Develop written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses to Police Foundation partners, researchers, law enforcement, and external audiences
- Ensure senior staff and researchers, consultants, and/or funders are aware of relevant research and project developments, when appropriate, and that other work in the field is leveraged for the advancement of project goals
- Develop a knowledge base in the various project areas
- Receive and respond to calls, mail, and electronic correspondence and inquiries
- Travel is required
- Perform other duties as assigned

SKILLS & ABILITIES

- A commitment to advancing the Police Foundation's mission
- A strong understanding of the criminal justice system, and a wide range of law enforcement issues and their implications
- Ability to solve basic project and operational problems appropriately and independently
- Excellent research, writing, and analytical skills
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way
- Strong project management skills
- Strong attention to detail
- Ability to prioritize and manage multiple deadlines
- Highly organized and ability to manage multiple tasks with competing deadlines
- Strong ability to communicate effectively (including listening skills) and appropriately with varied professional audiences
- Knowledge of and ability to use technology to solve problems and improve operations

EXPERIENCE & EDUCATION REQUIREMENTS

The equivalent of 2-4 years of professional work experience in the field of policing, criminal justice, or a related social science discipline; a Bachelor's degree is required; Graduate degree preferred. Bi-lingual capabilities encouraged. The minimum requirements can be satisfied at management's discretion by other factors (e.g., education, professional certifications, language skills, analytical skills, computer skills, etc.)



ADDITIONAL INFORMATION

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

DEADLINE: Open until December 31, 2018. Incomplete applications will not be considered.

APPLICATION INSTRUCTIONS: Interested individuals should upload the following elements to careers@policefoundation.org.

1. Résumé
2. Cover letter
3. Two Writing Samples
4. Names and contact information for at least three references

****Incomplete applications will not be considered****