



Senior Program Manager

Job Title: Senior Program Manager

FLSA Status: Exempt

Type of Position: Full-time

JOB SUMMARY

The Police Foundation is 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 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 Program 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 Program Manager will be responsible for in-depth analysis of relevant law enforcement administrative policy, evidenced-based policing practices, crime analysis, community policing efforts, 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. S/he will also be part of a team that supports the development of proposals for Foundation-related projects and initiatives.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for leading teams of consultants, conducting technical assistance or data collection in state and local jurisdictions
- Lead multiple national and local projects, initiatives, and delivery efforts, including all aspects of project planning, operations, and delivery
- Responsible for in-depth analysis of relevant law enforcement best practices, evidenced-based policing practices, crime analysis, community policing efforts, and research
- Responsible for ensuring that project and initiative timelines, budgets, and deliverables are met or exceeded in assigned project areas
- Engage with funders to ensure project deliverables are completed on-time, within budget, and with



- high-quality, often exceeding expectations
- Ensure that funders maintain a high level of satisfaction with Police Foundation's project administration and execution
- Oversee the development of products for distance learning, to include webinars, interactive documents, and other materials for national and local audiences
- Oversee the planning and development of written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses to law enforcement and other audiences
- Develop/expand the Police Foundation's knowledge base on police, corrections, and criminal justice
- Identify themes and linkages across initiatives within the Police Foundation's diverse portfolio and across Police Foundation operational and administrative areas
- Identify, seek, and proactively develop new funding opportunities, contribute to grant proposals, strategically plan for project recompetes and supplemental funding, and serve as a resource to funding agencies
- Ensure 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
- Independently represent and deliver presentations on Police Foundation projects and issues at national industry events, conferences, and meetings when appropriate
- Contribute to the development of the Police Foundation website content and strategizing with staff and technical consultants on ways of using the web to promote the Foundation's goals
- Oversee and lead the preparation of funder reports and other related project materials for compliance purposes
- Perform high-level quality control for Police Foundation products and deliverables
- Travel is required
- Perform other duties as assigned

SKILLS & ABILITIES

- A commitment to advancing the Police Foundation's mission
- Comprehensive understanding of police organizations, culture, and law enforcement
- Knowledge of the field of policing, criminal justice, community development, or crime policy analysis
- Outstanding 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
- Excellent client management skills
- Ability to prioritize quickly and manage multiple deadlines
- Ability to effectively lead project teams of staff and consultants
- Ability to solve basic and complex project and operational problems appropriately, proactively, and independently
- Exceptional strong organizational skills and ability to manage multiple projects and tasks with competing deadlines
- Strong ability to communicate effectively (including listening skills) and appropriately with varied professional audiences



- Knowledge of and ability to identify, use, and adapt technology and innovation to solve problems and improve operations and results

EXPERIENCE & EDUCATION REQUIREMENTS

The equivalent of at least 7 years of work experience in the field of policing, criminal justice, community development, or crime policy analysis; Advanced degree required. 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.

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****