



Senior Project Associate

Job Title: Senior Project Associate

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.

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 evidenced-based policing practices, crime analysis, community-policing efforts, police operations, policy implementation, and research.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for coordinating and sometimes leading teams of expert consultants conducting technical assistance or data collection in state and local jurisdictions
- Serve as the logistical and operational (vs substantive) lead for multiple technical assistance efforts in local police and sheriff's jurisdictions across the country
- Work on multiple projects across the Police Foundation on issues in which he or she has advanced knowledge
- Responsible for in-depth analysis of relevant law enforcement best practices, evidenced-based policing practices, crime analysis, community policing efforts, and research
- Participate in technical assistance delivery by coordinating and documenting site visits among senior staff and/or consultants, meeting with site stakeholders independently, and sometimes leading technical assistance site visits
- Monitor timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned project areas, proactively and independently taking appropriate steps to ensure compliance
- Engage with funders to ensure project deliverables are completed on-time, within budget, and



- with high-quality that aims to exceed funder expectations
- Lead and support the development of web-based products for distance learning, to include webinars, interactive documents, and other materials for national and local audiences
- Develop written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to law enforcement audiences
- Develop/expand the knowledge base on police, corrections, and criminal justice
- Identify themes and linkages across initiatives within the Police Foundation's diverse portfolio, and leveraging opportunities to incubate and test new research ideas and technical assistance approaches
- Independently identify and research new funding opportunities, write effective grant proposals, build relationships with funders and partners, and serve as a resource to funding agencies
- Ensure senior staff and, where applicable, Police Foundation colleagues, consultants, or funders are aware of relevant project, operational and administrative developments and that other work in the field is leveraged for the advancement of project goals
- Independently represent and deliver effective presentations on Police Foundation projects at national industry events, conferences, and meetings when appropriate
- Contribute to the development of the Police Foundation communications content and strategy to promote the Foundation's goals
- Travel is required
- Perform other duties as assigned

SKILLS & ABILITIES

- A commitment to advancing the Police Foundation mission
- Outstanding research, writing, and analytical skills
- Solid understanding of or experience in policing and criminal justice
- Ability to effectively distill and present complex information in a concise way
- Ability to solve basic and complex project and operational problems appropriately, proactively and independently
- Ability to prioritize and manage multiple deadlines
- Exceptionally 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 to solve problems and improve operations and results

EXPERIENCE & EDUCATION REQUIREMENTS

The equivalent of 5-7 years of work experience in the field of policing, criminal justice, community development, or crime policy analysis; Bachelor's degree required; Graduate degree strongly 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****