PROJECT ASSOCIATE

Job Title: Project Associate  
FLSA Status: Exempt  
Reports to: Amanda Burstein, Director of National Programs  
Type of Position: Full-time, Regular

WHO WE ARE

The National Police Foundation (NPF) is a national non-partisan and non-profit organization that has been conducting innovative research on policing for over 50 years. The professional staff works closely with policing and other public safety agencies, researchers and policymakers to develop insights, tools and other resources to inform change and policing effectiveness. The National Police Foundation has been on the forefront of policing research and consistently played a role in transforming policing towards a community orientation that is widely embraced today. The National Police Foundation works all over the United States, Latin America and beyond. For additional information on our organization and our work, please visit www.policefoundation.org.

WHAT WE ARE LOOKING FOR

The National Police Foundation is looking for a full-time Project Associate who will be responsible for project coordination and support of a selected portfolio of training & technical assistance projects. This person will coordinate on a regular basis with strategic partners and the National Programs team to provide project coordination and logistics assistance of both on-site and off-site work. The Project Associate will be required to participate in project-related meetings with the NPF staff, funders, and law enforcement experts across the country. The ideal candidate will have a background in criminal justice, policing, or public safety that is able to manage a variety of different small to larger scale projects in the national or local programs departments of the organization. We are looking for a candidate that has a proactive approach and looks for ways to improve the project or add value to the deliverable. Spanish language skills would be an added bonus. This person must also be strong in their skills with MS Office, including Excel, PowerPoint, and other project management organization methods using these tools.

DUTIES AND RESPONSIBILITIES

- Proactively provide project management support to include monitoring timelines, invoices, 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 and execution of project meetings with government officials, advocates, and national experts by developing agendas, providing support for senior staff and researchers, and ensuring notes are taken and tasks are documented
- Conduct analysis, prepare, and contribute to funder reports and other related project materials for compliance purposes
- Proactively contribute to the development and maintenance of National Police Foundation websites, webinars, videos, and other digital media 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, interviews, and focus groups 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 ensure that other work in the field is leveraged for the advancement of project goals
- Develop a knowledge base in a variety of project areas
- Receive and respond to calls, mail, and electronic correspondence and inquiries
- Manage relationships with funders, partners, consultants, and colleagues
- Travel for this position is typically required but is currently on hold due to COVID-19 precautions
- Perform other duties as assigned and in accordance with organizational policies, procedures, and guidelines

**DESIRED SKILLS AND EXPERIENCE**

- A commitment to advancing the National Police Foundation’s mission, vision, and core values
- An understanding of government, public service, the criminal justice system, and a wide range of law enforcement issues and their implications
- Excellent Microsoft Office suite skills (Word, Excel, PowerPoint) and high comfort in learning new technology platforms. Data analytics skills are preferred.
- Propensity to proactively seek out solutions and solve 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
- 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 in working on federal grants or contracts preferred
EDUCATION AND EXPERIENCE

- The equivalent of 3-5 years of professional work experience in an office or organizational setting 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.)

HOW TO APPLY

JOB DETAILS: This is a full-time position. Salary is commensurate with experience and includes a competitive benefits package.

DEADLINE AND APPLICATION INFORMATION: Open until filled. Incomplete applications will not be considered. Must agree to a background investigation and must be authorized to work in the United States.

POSITION LOCATION: The National Police Foundation headquarters in Arlington, VA. Position will be temporarily working remotely due to the COVID-19 pandemic.

SUBMISSION INSTRUCTIONS: Interested individuals should apply through The Foundation’s BambooHR Platform.

PLEASE INCLUDE:
1. Résumé
2. Cover letter
3. Writing samples
4. Names and contact information for at least three references

The National Police Foundation is an Equal Employment Opportunity Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.