# SENIOR PROJECT ASSOCIATE

**Job Title:** Senior Project Associate  
**Reports to:** Amanda Burstein, Director of National Programs  
**FLSA Status:** Exempt  
**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](http://www.policefoundation.org).

## WHAT WE ARE LOOKING FOR

The National Police Foundation is looking for a full-time Senior Project Associate who will be responsible for comprehensive project management of a selected portfolio of training & technical assistance projects. This person will work on a regular basis with strategic partners to manage both on-site and off-site work. The Senior Project Associate will be required to participate in project-related meetings and in project-related site visits 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

- Provide comprehensive project management to include monitoring timelines, invoices, and deliverables to help ensure responsibilities to funders and stakeholders are met  
- Engage with funders to ensure project deliverables are completed on-time, within budget, and with high-quality that aims to exceed funder expectations  
- Responsible for coordinating teams of colleagues and expert consultants conducting technical assistance or data collection in state and local jurisdictions  
- Manage the work of project teams  
- Serve as the logistical and operational (vs substantive) lead for multiple technical assistance efforts in local police and sheriff’s jurisdictions across the country  
- Responsible for in-depth analysis of relevant law enforcement best practices, evidenced-based policing practices, crime analysis, community policing efforts, and research  
- Lead 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, analyze, and adjust, as necessary, 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
- Work on and coordinate multiple projects across the National Police Foundation on issues in which he or she has advanced knowledge
- 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
- Responsible for development, design, and distribution of written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to law enforcement audiences
- Identify themes and linkages across initiatives within the Police Foundation’s diverse portfolio and leverage opportunities to incubate and test new research ideas and technical assistance approaches
- Identify and research new funding opportunities, contribute to the development of grant proposals, build relationships with funders and partners, and serve as a resource to funding agencies
- Ensure senior staff and, where applicable, National Police Foundation colleagues, consultants, or funders are aware of relevant project, operational and administrative developments, and ensure 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 National Police Foundation communications content and strategy to promote the Foundation’s goals
- Travel is required for this position 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 mission, vision, and core values
- Excellent project management skills
- Outstanding research, writing, and analytical skills
- A strong understanding of the criminal justice system and a wide range of law enforcement issues and their implications
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way
- Experience managing a matrixed project team with internal staff and external stakeholders
- 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, managing an array of professional relationships
- Knowledge of and ability to identify, use and adapt technology to solve problems and improve operations and results
- Experience in working on federal grants or contracts
EDUCATION AND EXPERIENCE

- 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.)

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.