



## Project (Grant) Coordinator

**Department:** National Programs  
**Reports to:** Director of National Programs  
**Location:** Arlington, VA

**Type of Position:** Full-Time, Regular  
**Reporting to This Position:** N/A  
**FLSA Status:** Exempt

## WHO WE ARE

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. For additional information on our organization and our work, please visit [www.policefoundation.org](http://www.policefoundation.org)

## WHAT WE ARE LOOKING FOR

This position reports to the Director of National Programs. The Project Coordinator will support numerous efforts under the National Programs team. Particular projects include CS360 and the Crime Gun Intelligence Center (CGIC). CS360 provides law enforcement with the tools to integrate community needs and feedback with a traditional CompStat (data-driven crime monitoring) process. CGIC is designed to help police departments across the nation target violent criminals and repeat gun offenders through crime analysis and partner collaboration. This position will support these two projects and other programs as needed under the National Programs division.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Key responsibilities include:

- Provide project management support relating to timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned program areas
- Interact with partner organizations, consultants, and recipients in support of project activities
- Support the development of Police Foundation written and web-based publications, project deliverables, and other materials as appropriate
- Provide administrative and logistical support to Police Foundation staff, SMEs, and others related to project and other site visits
- Support the preparation of funder reports and other related project materials for compliance purposes



- Coordinate activities of Police Foundation projects, communicating with presenters and attendees on travel arrangements, invoices, deliverables, etc
- Assist with proposal development activities as directed
- Provide general administrative support as directed in support of projects and operations
- Receive and respond to calls, mail, and electronic correspondence, and inquires
- Occasional travel may be required
- Perform other duties as assigned

## SKILLS AND ABILITIES

- A commitment to advancing the Police Foundation's mission and strategic plan and a desire to work directly with law enforcement agencies
- A basic understanding of the criminal justice system and the range of law enforcement issues associated with it
- Excellent research, writing, and analytical skills
- Strong organization and prioritization skills
- High attention to detail and commitment to quality work outputs
- Ability to manage multiple tasks and consistently meet deadlines
- Strong ability to communicate effectively (including listening skills) and appropriately with varied professional audiences including clients, partners, and funders
- Knowledge of and willingness to learn and use technology to complete tasks
- Strong skills with Microsoft Office programs including Outlook, Word, Excel, and PowerPoint.

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

The equivalent of 1-3 years of professional work experience within the field of policing, criminal justice, or a related social science or similar discipline; or a Bachelor's degree within a related field is 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.). Internship and related volunteer experiences may be applied toward work experience requirements. Candidates applying for this position may be considered for the same role in other internal divisions, depending on vacancies that may exist. The position requires full-time work from the Police Foundation offices in Arlington, Virginia, though the position is telework eligible.

## 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 National Police Foundation's Bamboo Platform. [NPF Project Coordinator Job Link](#)

**PLEASE INCLUDE:**

1. Résumé
2. Cover letter
3. Two 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.*