



PROJECT ASSOCIATE

Job Title: Project Associate, Center for Mass
Violence Response Studies

FLSA Status: Exempt
Type of Position: Full-time, Regular

WHO WE ARE

The National Police Foundation is a national non-partisan and non-profit organization that has been conducting innovative research on policing for nearly 50 years. The professional staff at the National Police Foundation 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.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Proactively provide comprehensive 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 of project meetings with government officials, advocates, and national experts, initially by developing agendas, and providing support for senior staff and researchers and by ensuring notes 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 Police Foundation website, 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 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 inquires
- 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

SKILLS & ABILITIES

- A commitment to advancing the Police Foundation's mission
- A strong understanding of the criminal justice system, and a wide range of law enforcement issues and their implications
- Excellent Microsoft Office 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

EXPERIENCE & EDUCATION REQUIREMENTS

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 until the office reopens.

SUBMISSION INSTRUCTIONS: Interested individuals should apply through the following email: careers@policefoundation.org

1. Résumé
2. Cover letter
3. Names and contact information for at least three references