



**JOIN OUR TEAM AT THE NATIONAL POLICE FOUNDATION!  
PROJECT ASSOCIATE**

**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](http://www.policefoundation.org).

**WHAT WE ARE LOOKING FOR**

The National Police Foundation is looking for a full-time Project Associate (PA) to work with the Local Programs Division supporting projects that work directly with state and local governments, communities and law enforcement agencies on issues of public safety and policing. The PA will be responsible for day-to-day project management of a small portfolio of projects relating to a variety of public safety challenges that could include conducting data-driven organizational assessments; identifying and planning implementation of co-responder models for public safety; improving professional and officer mental health and wellness; and assessing response to major incidents, under the supervision of the Director of Local Programs. This person will coordinate on a regular basis with strategic partners, providing project coordination of both on- and off-site work as directed. The PA will be required to proactively drive toward project goals; make suggestions for project and process improvement and expansion; participate in project related meetings; initiate project activities; ensure contractual compliance; and more. They will be expected to coordinate, plan and participate in project related site visits with Police Foundation staff, funders, clients, and law enforcement experts across the country. The PA will work with a team of staff and consultants reporting to and working very closely with the senior staff of the Police Foundation.

**DUTIES AND RESPONSIBILITIES**

- Proactively provide comprehensive project management 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 public safety and policing areas
- Receive and respond to calls, mail, and electronic correspondence and inquires
- Travel for this position is typically required but is currently on hold (through January 2022) 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 Police Foundation’s mission
- A strong understanding of the complexities and nuances of the criminal justice system, and a wide range of law enforcement issues and their implications
- A commitment to using data-informed and evidence-based solutions for complex social issues
- 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 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

## 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 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 that reports to the Director of Local Programs. 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. Due to COVID precautions, all employees are currently working remotely.

**SUBMISSION INSTRUCTIONS:** Interested individuals should apply through [National Police Foundation BambooHR Platform](#).

1. Résumé
2. Cover letter
3. 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.*