



National Law Enforcement Officers
MEMORIAL FUND
RESPECT. HONOR. REMEMBER.

**National Law Enforcement Officers Memorial Fund
Job Description**

Position: Officer Safety and Wellness Project Manager
Incumbent: Open
Reports to: Senior Director of Officer Safety and Wellness
Direct Reports: None
Position Summary:

National Law Enforcement Officers Memorial Fund is developing initiatives and programs to promote office safety and wellness. These programs are a research and outreach based initiative designed to advance the study of safety and wellness in law enforcement. NLEOMF will work in cooperation with our federal partners, law enforcement agencies and association partners to develop and distribute potentially life-saving information to the law enforcement community and its stakeholders.

The Officer Safety and Wellness Project Manager will be responsible for the day-to-day operations of federally funded projects, including all requirements and deliverables as outlined in grants, contracts, and Statements of Work developed for each grant. The Manager will indirectly oversee NLEOMF support personnel and ensure that assigned activities are completed on time. This position will keep open lines of communication with the Officer Safety and Wellness Senior Director and all designated NLEOMF staff.

This is a grant funded position starting on October 1st, lasting a minimum of a year and up to three years.

Primary Areas of Responsibility:

- Day-to-day operations of all grant requirements and deliverables. Those include:
 - Analyze the types and circumstances of calls for service which led to officer line-of-duty deaths in order to determine if there are developing trends or situations that could be addressed by new trainings, recommendations on departmental policies or procedures, or further research that should be conducted to address issues.
 - Collect and disseminate primary data on locally successful officer safety and wellness programs through the creation of the Destination Zero project.
 - Grow the Destination Zero Award to honor those law enforcement agencies, municipalities and jurisdictions that have developed creative and innovative programs to increase office safety or improve officer wellness.
 - Develop educational programs and materials for law enforcement that increases officer safety belt use, enhance on- and off-duty driving safety awareness, promote the “Move Over and Slow Down” laws, and improve decision-making skills regarding safe operation of vehicles during emergency situations.

Knowledge/Skills/Abilities:

- Bachelors required
- 3 - 5 years of experience in research, library science, or criminal justice

- Law enforcement background/understanding a plus
- Strong organizational, interpersonal, public speaking, critical thinking, and writing skills required.
- Experience working with diverse audiences.
- Proficient computer and computer network skills, including Microsoft Office Suite.
- Flexibility and adaptability in approach to work in a growing organization
- Highly motivated, mission driven individual
- Self-starter

Working Conditions:

- Working conditions are normal for an office environment. Position will involve an increased workload during National Police Week.