



**National Law Enforcement Officers Memorial Fund (NLEOMF)  
Job Description**

**Position:** Director of Programs  
**Reports to:** Executive Director  
**Direct Reports:** Program Specialist and Program Administrator

**Position Summary:** The Director of Programs will develop, implement, and manage all educational, public and outreach programs at the National Law Enforcement Museum. An ideal candidate will be interested in advancement opportunities, located within the Washington Metropolitan Region, and hold an advanced degree in Museum Studies.

**Responsibilities:**

- Oversee educational, public and outreach programs
- Responsible for developing interpretive public programs for special exhibitions and initiatives
- Supervise departmental staff and serve on the Museum Leadership Team
- Preparation and management of the departmental budget in concert with the Museum's budget goals
- Ensures that there is ongoing assessment to guide the continuous improvement and evolution of programs
- Work with and support other departments such as Curatorial, Development and Marketing and partner with appropriate staff to further the Museum's programming ambitions
- Collaborate with Marketing Department to ensure information about programs is current and updated on the website and for all promotional activities
- Serve as community liaison for programs when needed by giving facility tours, visiting schools, and performing other related duties
- Establish new partnerships with relevant area, state, and national organizations that support the Museum's programming objectives
- Other duties as assigned

**Knowledge/Skills/Abilities:**

- College Degree in Museum Studies or related field required.
- 10+ years of museum program and supervisory experience
- Experience leading a team of museum professionals
- Experience creating and working within budget
- Strong verbal and written communication skills and statistical assessment abilities
- Positive, outgoing disposition with enthusiasm for law enforcement subject matter

- Comfortable with communicating a variety of subjects with a capacity to research and learn new information quickly
- Highly motivated self-starter able to work independently and see projects through to completion
- High level of creativity and resourcefulness with an ability to think outside the box
- Experience using web-based virtual meeting and webinar platforms
- Excellent communication skills, including writing, editing, and interpersonal skills
- Superior customer service skills, discretion, diplomacy, and tact
- Demonstrated initiative, problem-solving skills, and entrepreneurial mindset
- Ability to work in a fast-paced, team-oriented environment and a desire to advance.

**Working Conditions:**

- Working conditions are normal for an office environment and/or home-office setting
- Ability to lift 50lbs, stand for long periods of time, and able to walk long distances
- Must reside within the Washington Metropolitan Region
- Weekend availability required plus some evening and holiday work as needed

**Benefits**

- Salary commensurate with qualifications and experience
- Health, dental, vision, life, and short- and long-term disability coverage
- 403B saving plan and corporate match

To apply, please send a resume and cover letter explaining your interest in the position and salary requirements to [resumes@nleomf.org](mailto:resumes@nleomf.org).