



**National Law Enforcement Memorial and Museum (NLEMM)
Job Description**

Position: Officer Safety and Wellness (OSW) Project Director, National Law Enforcement Initiatives

Reports to: Executive Director, National Law Enforcement Initiatives

Position Summary: The OSW Project Director, National Law Enforcement Initiatives position will be one that oversees NLEMM's various Officer Safety and Wellness (OSW) initiatives.

Primary Responsibilities

- Oversee multiple OSW programs, both in-person and virtual
- Serve as the primary liaison between NLEMM and the field and establish new partnerships with relevant area, state, and national organizations that support our NLEMM goals and objectives
- Development and implementation of the Law Enforcement Affiliate Program (LEAP) which raises funds through payroll deduction programs

General Responsibilities:

- Developing and implementing various officer safety and wellness programs for our stakeholders
- Planning and production of the Destination Zero annual conference
- Supervising departmental staff and serve various OSW advisory and planning committees
- Preparing and management of the departmental budget in concert with the department's budget goals
- Ensuring analytical data is being captured to support and promote OSW programming
- Work with and support other departments such as Memorial, Curatorial, Development and Marketing and partner with appropriate staff to further the Memorial and Museum's programming ambitions
- Collaborating with Communications Department to ensure information about programs is current and updated on the website and for all promotional activities
- Speaking at and attending conferences on behalf of OSW Law Enforcement Initiatives
- Other duties as assigned

Knowledge/Skills/Abilities:

- Prior Law Enforcement experience with command and/or investigative experience
- Knowledge of law enforcement agencies and associations on a national level
- 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
- Experience with conference travel and public speaking engagements
- Experience with virtual and tele-presentations
- Prior federal grant writing and federal project implementation experience
- High level of creativity and resourcefulness with an ability to think outside the box
- Excellent communication skills, including writing, editing, and interpersonal skills
- Superior customer service skills, competitiveness with 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
- 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.