

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

Position: Research Manager (Current Year)

Incumbent: Open

Reports to: Director of Officer Safety

Direct Reports: None

Position Summary: The Research Manager is responsible for managing all current year cases involving law enforcement fatalities in the United States. This position works closely with survivors of officers killed in the line of duty, vendors, NLEOMF Names Committee, and law enforcement agencies involved in line of duty deaths. The Research Manager will also work with the general NLEOMF staff and ensure all eligible line of duty death cases are prepared for submission.

Primary Areas of Responsibility:

- Processes new cases involving law enforcement fatalities in the United States.
- Enters and retrieves data on officers killed in the line of duty.
- Maintains detailed case files on each line of duty death,
- Monitors the collection of information on each case, and tracks its progress as it is processed.
- Answers inquiries about fallen officers.
- Tracks hours and performs other designated activities related to several federal grants.
- Supports coordination of engraving process.
- Assists as liaison with NLEOMF Names Committee.
- Coordinates and assists with multiple activities during National Police Week.
- Performs other tasks and assignments as needed.
- Updates the daily Facts and Figures and posts new line of duty deaths to the Recently Fallen website.

Knowledge/Skills/Abilities:

- College degree required.
- A minimum of 2 years' experience, preferably in a non-profit environment.
- Data entry experience and an understanding of database architecture strongly preferred.
- Strong verbal and written communication skills.
- Detail-oriented with good organizational skills.
- Proficient computer skills including Microsoft Office Suite; specifically Access, Excel and Word.

Working Conditions:

- Working conditions are normal for an office environment and/or home-office setting. Position may involve an increased workload during the National Police Week.