



EMPLOYMENT OPPORTUNITY: PROGRAM MANAGER I—INTERVENTION/DIVERSION

Salary Range: \$83,835-\$106,200/year

Date Open: April 10, 2026

Status: Full-Time Permanent

Date Closed: Open until filled.

Location: Lacey, WA (Hybrid)

First review of applications May 1, 2026.

Position Summary

The Intervention/Diversion Program Manager will organize, implement, and manage projects and programs that support the organization's strategic intentions and objectives.

The Intervention/Diversion Program Manager works in the WASPC Projects and Programs Department and is responsible for daily administration of the [Arrest and Jail Alternatives \(AJA\) Grant Program](#) and [Mental Health Field Response \(MHFR\) Team Grant Program](#).

The position will negotiate with funding agencies to establish terms and conditions of grant and contract awards. This position will prepare grant materials; coordinate and provide ongoing budget analysis; review grants and monitor compliance with grant terms. This position will serve as a resource to AJA and MHFR programs and will work closely with technical assistance and funding partners.

This position may be assigned additional projects and programs dependent on capacity.

Principal Responsibilities

- Prepare grant announcements and proposal requirements.
- Review applications for appropriate proposal format, required elements, and budget data.
- Conduct preliminary fiscal and administrative reviews of proposals; prepare summaries for staff and peer review panels.
- Conduct negotiations with grantees to complete terms of award.
- Prepare grant and contract documents with grantees including terms of award and coordination of closeout actions.
- Maintain and monitor grants and contract budgets; assure compliance with grant and/or contract requirements; notify appropriate personnel of action needed on budget problems.
- Establish and maintain files of proposals and current grants and contracts; provide progress reports, accumulate statistics; notify all concerned of application deadlines and end dates.
- With delegated authority, review and approve budgetary actions facilitating grant and contract awards.
- Coordinate cross-site meetings and training opportunities.
- Monitor diversion/intervention related legislation for impacts to local law enforcement agencies.
- Work closely with the [LEAD National Support Bureau](#), technical assistance partner.
- Oversee evaluation of the AJA program.
- Draft AJA Annual Report to the Legislature and Governor.
- Draft MHFR Annual Report to the Legislature and Governor.

- Provide complex and technical/ support services, including initiating and composing correspondence, typing grant proposals using appropriate format and organizing and scheduling meetings, webinars, and conferences.
 - Assist with the preparation and reviews of management, operational, and reports and studies, including special projects and non-routine reports.
 - Represents WASPC at business meetings, conferences, seminars, and on committees.
 - Performs a variety of related duties not listed, to be determined and assigned as needed.
 - Performs all duties in compliance with WASPC policies and procedures.
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Knowledge, Skills, and Abilities

- Knowledge of WASPC purposes, policies, and procedures.
 - Demonstrated experience with state and/or federal grant management.
 - Demonstrated familiarity with intervention and diversion programs.
 - Proficiency in Microsoft Office Suite.
 - Demonstrated research, analytical, and problem-solving abilities.
 - Skills in communicating effectively across a broad spectrum of personnel/managerial levels within WASPC and elsewhere throughout government and the private sector.
 - Excellent written, verbal, and interpersonal communication skills, including public speaking.
 - Skillful in meeting facilitation, negotiation, and conflict resolution.
 - Attention to detail and follow-through are essential.
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Minimum Qualifications

- Hold a degree in criminal justice, public administration, or another related field. Experience may be substituted for education.
 - Must be willing to travel within the State of Washington occasionally.
 - Must maintain a valid Washington State Driver License.
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Compensation

Monthly compensation is \$6,986-\$8,850 depending on qualifications. WASPC employees receive a benefit package, which includes a 403(b) retirement plan, options for deferred compensation, and group medical, dental, and vision insurance. Employees also receive paid time off (PTO) based on service years.

Application Procedure

Please submit the following items to employment@waspc.org:

1. A letter of interest addressing the above list of responsibilities and qualifications. Include an explanation of why you are interested in the position.
 2. A current resume listing employers and dates of employment.
 3. Three professional references with current telephone numbers.
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About WASPC

The Washington Association of Sheriffs and Police Chiefs (WASPC) was established in 1963 and is composed of executive-level and top management representatives from law enforcement agencies across the state. Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington State Department of Corrections, and representatives from federal agencies. The association is led by its executive board, which provides overall governance and strategic direction.

WASPC is the only organization of its kind in the nation that unites local, state, tribal, and federal law enforcement leadership under one umbrella, working collaboratively toward shared public safety goals.

Our mission is to **lead collaboration among law enforcement executives to enhance public safety.**

Organizational Statement

The Washington Association of Sheriffs and Police is an equal opportunity employer and a drug free workplace.

All offers of employment at WASPC are contingent upon clear results of a thorough background check.

Qualified candidates are strongly encouraged to apply.