



Position Title: Program Manager

Project Title: Domestic Violence Homicide Prevention Demonstration Initiative

Supervisor: Director of Programs

FLSA Status: Exempt

Employment Status: Full-time

Salary: \$40,000

The Program Manager for the *Domestic Violence Homicide Prevention Demonstration Initiative* will manage all programmatic aspects of the project and will coordinate a collaborative consisting of the Office on Violence Against Women (OVW), National Institute of Justice (NIJ), Dr. Jacquelyn Campbell, Jeanne Geiger Crisis Center (JGCC), Maryland Network Against Domestic Violence (MNADV), national consultants, and selected demonstration initiative sites. Funding for this project is available through an award from OVW. This position is funded for approximately 18 months, with a possible 5 year position.

Essential Duties and Responsibilities:

- Participate in the development and coordination of the national Domestic Violence Homicide Prevention Demonstration Initiative.
- Provide Lethality Assessment Program (LAP) -specific support to the Director of Programs and LAP Coordinator.
- Maintain daily, remote communication with the Jeanne Geiger Crisis Center's Program Manager in Newburyport, MA.
- Participate and provide project-related updates in weekly meetings with project staff.
- Research, prepare briefs, and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to intimate partner violence and homicide prevention.
- Maintain contact, as necessary, with other staff and partners.

- Manage the day-to-day operations of the project, including:
 - Coordinating with staff, national partners, consultants, selected sites, and OVW;
 - Documenting and organizing communications with staff, national partners, consultants, selected sites, and OVW;
 - Administering logistical requirements, such as invoices and contracts;
 - Maintaining multiple databases related to ongoing day-to-day operations;
 - Maintaining close communication with staff, national partners, consultants, selected sites, and OVW through email, phone calls, videoconferencing and meetings;
 - Assisting with data collection and grant reporting.

- Manage project-related meetings and site visits, including:
 - Coordinating meetings, such as travel arrangements, securing space, and confirming the attendance of all participants;
 - Preparing for meetings, such as developing agenda, handout materials, PowerPoint presentations, minutes, evaluations, registration and logistical considerations;
 - Attending and coordinating meetings (to be held in the DC/Baltimore area);
 - Coordinating site visits to jurisdictions around the country, including securing consultants, travel arrangements, and coordination with site contacts;

- Attending and coordinating site visits (to be held in selected sites nationwide).
- Provide training and technical assistance, including:
 - Ongoing technical assistance through email, phone, teleconferences and videoconferences;
 - Developing training, implementation and evaluation materials;
 - Providing training to partners, consultants and selected sites;
 - Providing assistance with website development and maintenance;
 - Serving on the national Homicide Prevention Initiative Council as an MNADV representative.

Minimum Qualifications:

- Strong organizational and program management skills required.
- Strong computer skills required.
- Strong verbal and written communication and interpersonal skills required. Must be able to work with a broad diversity of professionals and have a professional demeanor.
- Must be responsible, reliable, professional, and punctual.
- Must be able to travel to meetings, trainings, and events in DC/Maryland area, with national travel required.
- Minimum of a bachelor's degree required or commensurate professional experience; Master's degree preferred.
- Expertise or demonstrated commitment to learning about domestic violence, with a preferred minimum of one year of experience in the field of domestic violence, sexual assault, stalking or women's issues.
- Working knowledge of the Lethality Assessment Program-Maryland Model (LAP) and/or Domestic Violence High Risk Team Model preferred.

Benefits:

- Position is on-site, 40 hours per week.
- Depending on number of hours per week, health benefits may be available.
- Paid holidays. Paid leave is accrued (sick and vacation) is accrued.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. There is a possibility that this position would extend into a Phase II of the Domestic Violence Homicide Prevention Demonstration Initiative. This phase would involve training and implementation of the risk assessment models.

Apply: Applicants must submit a letter of interest and resume by February 8, 2013 to:

Amy Johnson
 Director of Programs
 Maryland Network Against Domestic Violence
 4601 Presidents Drive, Suite 370
 Lanham, MD 20706

Email: ajohnson@mnadv.org
 Fax: 301-429-3605