

Position Title: LAP Manager

Project Title: Lethality Assessment Program (LAP)

Supervisor: LAP Co-Director

FLSA Status: Non-Exempt

Employment Status: Full-time

Salary: \$45,000 - \$50,000

The LAP Manager for the Lethality Assessment Program (LAP) will be responsible for managing LAP implementation, training and technical assistance for designated jurisdictions.

Duties and Responsibilities:

- Provide LAP training and technical assistance to law enforcement agencies and domestic violence programs in designated areas.
- Participate in the development and ongoing coordination of LAP training and technical assistance.
- Manage the ongoing implementation of the LAP for designated jurisdictions.
- Participate and provide project-related updates in teleconferences/meetings with the Office on Violence Against Women (OVW).
- Assist in the development of training and implementation materials.
- Coordinate with staff, national partners, consultants, selected sites, and OVW.
- Document and organize communications with staff, national partners, consultants, selected jurisdictions, and OVW.
- Evaluate LAP data and provide agency-specific feedback.
- Compile, develop and assist in the evaluation of national LAP reports.
- Participate in the LAP Advisory Council and lead sub-committees, as needed.
- Participate in the development and maintenance of a LAP website.
- Assist with grant reporting.
- Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to homicide prevention.
- Provide support for agency-wide events, such as MNADV's annual Memorial Service, Annual Meeting, and statewide conferences.
- Coordinate with staff, board members and partners on project-related and agency-wide activities.
- Attend staff, project and ad hoc meetings.
- Complete and support other duties as assigned.

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 frequent overnight national travel required.
- Must have reliable transportation and valid drivers' license.
- Minimum of a bachelor's degree required or commensurate professional experience; Master's degree preferred.
- Expertise or demonstrated commitment to working in the field domestic violence, sexual assault, stalking and/or violence against women.
- Working knowledge of the Lethality Assessment Program-Maryland Model (LAP) preferred.
- Experience with training and technical experience preferred.
- Experience coordinating and facilitating meetings preferred.

Benefits:

- Position is on-site, 40 hours per week.
- Health benefits available.
- Paid holidays. Paid leave is accrued (sick and vacation).
- Reimbursement for national and statewide travel.

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.

Apply: Position will remain open until filled. Applicants must submit a letter of interest and resume by email to (only applicants who have been selected for an interview will be notified):

Megan Rosenfeld
LAP Co-Director
Email: mrosenfeld@mnadv.org

Women and minorities are encouraged to apply. The Maryland Network Against Domestic Violence provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.