



## Job Description | LAP Project Manager

**Position Title:** LAP Project Manager, National TA Initiative

**Project Title:** Lethality Assessment Program (LAP)

**Supervisor:** LAP Project Director

**FLSA Status:** Non-Exempt

**Employment Status:** Full-time

**Salary:** \$45,000 - \$48,000

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

### **About Our Organization:**

The Maryland Network Against Domestic Violence (MNADV) is the federally-designated statewide domestic violence coalition that brings together victim service providers, allied professionals, and concerned individuals in Maryland for the common purpose of reducing intimate partner and family violence and its harmful effects on our citizens. The Network accomplishes this goal by providing education, training, resources, and advocacy to advance victim safety and abuser accountability.

The MNADV created the nationally recognized, evidence-based Lethality Assessment Program - Maryland Model (LAP) in 2005 to reduce domestic violence fatalities and provide increased safety to victims who are at the greatest risk for lethality or serious injury. With training provided by the MNADV, the LAP is now being implemented in jurisdictions in 37 states across the country, partnering teams of law enforcement agencies and domestic violence programs. The MNADV is a national technical assistance provider and participates in a federally-funded Homicide Prevention Demonstration Initiative (HPDI) with jurisdictions in four states implementing the LAP.

### **About the Project:**

In cooperation with the Office on Violence Against Women (OVW), the Maryland Network Against Domestic Violence (MNADV) provides training and technical assistance to aid communities in promoting or enhancing strategies to address homicide prevention and reduce violence against women cases through the Lethality Assessment Program (LAP) Technical Assistance and Training Project. The project provides Lethality Assessment Program-Maryland Model (LAP) implementation instruction, technical assistance, and program evaluation to partnering teams of law enforcement agencies and community-based domestic violence programs. MNADV, Maryland's state coalition against domestic violence, has as its mission the promotion of a coordinated community response to end domestic violence.

### **Project-based 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 in designated jurisdictions.
- Participate and provide project-related updates in teleconferences/meetings with 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 efforts to achieve overall LAP team goals and objectives.
- 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.

#### **Agency-based Duties and Responsibilities:**

- Maintain a working knowledge of emerging issues and trends pertaining to domestic violence and risk assessment tools and practices.
- Attend and providing project-related updates in staff meetings.
- Provide support for agency-wide events, such as MNADV's Annual Memorial Service, Annual Meeting, and statewide conferences.
- Represent MNADV at meetings, committees, and events related to the project.
- Coordinate with staff, board members, and partners on project-related and agency-wide activities.
- Participate in staff meetings, weekly team meetings, and ad hoc meetings.
- Other duties as assigned to contribute to the betterment of the project and organization.

#### **Experience, Skills and Styles:**

- Organizational and program management skills required.
- General 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 (approximately 8 out-of-state, overnight trips per year).
- 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 fields of domestic violence, sexual assault, stalking, and/or violence against women.
- Working knowledge of the Lethality Assessment Program-Maryland Model (LAP) strongly preferred.
- Experience with training and technical experience.
- Experience in project management and coordinating and facilitating meetings.

#### How We Value You:

- Position is on-site, 40 hours per week.
- MNADV-paid health care available for the employee.
- Employee-paid vision and dental insurance available.
- 11 paid holidays.
- 20 days of paid leave is accrued (sick and vacation).
- Reimbursement for national and statewide travel.

The job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time based on the needs of the program, agency, or staff person. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

#### How to Apply:

Applicants must **submit a letter of interest and resume** to Jamerson at [jwatson@mnadv.org](mailto:jwatson@mnadv.org). The position is open until filled. Only applicants who have been selected for an interview will be notified.

*People of color, LGBTQIA+ persons, survivors of interpersonal violence, and women are strongly encouraged to apply. MNADV is committed to providing an inclusive, welcoming and safe environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients where employees respect one another and share a commitment to our organization's mission, values, and strategies. We are an Equal Opportunity Employer. MNADV does not and shall not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment,*

*compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.*