



## Job Description | LAP Manager

**Position Title:** LAP Manager

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

**Supervisor:** LAP Director

**FLSA Status:** Non-Exempt

**Employment Status:** Full-time

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

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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.

### 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 (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 (law enforcement); 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) strongly preferred.
- Experience with training and technical experience preferred.
- Experience in project management, 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.

## HOW TO APPLY

Position will remain **open until filled**. Applicants must **submit a letter of interest and resume to [lapinfo@mnadv.org](mailto:lapinfo@mnadv.org)** with "Project Manager" in the subject line. Only applicants who have been selected for an interview will be notified.

*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.*