



Position Title: Project Director

Project Title: National Lethality Assessment Program

(Technical Assistance and Domestic Violence Homicide Prevention Demonstration Initiative)

Supervisor: Executive Director

Employment Status: Full-time

FLSA Status: Exempt

Salary: \$57,500

The Project Director for the National LAP Technical Assistance and Phase II of the Domestic Violence Homicide Prevention Demonstration Initiative will oversee the national LAP-related projects. The primary responsibility of this position is project and personnel management.

Duties and Responsibilities:

Project Management

- Provide overall management and oversight of the national LAP projects, including the national LAP training and technical assistance project and the national domestic violence homicide prevention demonstration initiative.
- Ensure compliance with OVW cooperative agreements.
- Serve as a point of contact for OVW and other partners.
- Participate in the coordination and facilitation of meetings and teleconferences.
- Problem-solve any logistical, relational, political, or technological issues throughout all phases of the projects.
- Assist in development and oversight of project budget.
- Prepare and submit OVW record-keeping documents, including semi-annual reports, GANs, etc.

Supervision

- Supervise project staff, from point-of-hire to training, coaching, and professional development.
- Manage relationships and supervise consultants on LAP-TA and DVHP awards.

Training and TA

- Oversee national LAP training and implementation.

- Serve as a content expert on the Lethality Assessment Program (LAP).
- Lead and facilitate the LAP Advisory Council and facilitate or supervise Advisory Council subcommittees.
- Provide training and technical assistance on the LAP, as needed.
- Develop training curricula, technical assistance documents, and other products, as needed.
- Provide program evaluation and data analysis.
- Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to intimate partner violence and homicide prevention.

Communications

- Point of Contact for all media inquiries regarding national LAP.
- Point of Contact/Lead partnership with all national partners, including other national TA providers, regarding LAP.
- Lead or supervise external national LAP communications, including LAP Links, the LAP website, etc.
- Attending and providing project-related updates in staff meetings.

MNADV General

- Providing support for agency-wide events, such as MNADV's Annual Memorial Service, Annual Meeting, and statewide conferences.
- Representing MNADV at meetings, committees, and events related to the project.
- Coordinating with staff, board members, and partners on project-related and agency-wide activities.
- Attending staff meetings, weekly training team meetings, and ad hoc meetings.
- Respond to crisis calls and information/referral requests from domestic violence survivors, concerned individuals, service providers and allied professionals.
- Respond to, manage, and refer telephone, e-mail, and in-person inquiries from professionals and the public about domestic violence.

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.
- Health benefits available.
- Paid holidays. Paid leave is accrued (sick and vacation).
- Mileage reimbursement for statewide and national travel.

HOW TO APPLY

Position will remain **open until filled**. Applicants must **submit a letter of interest and resume** to lapinfo@mnadv.org. 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.