



## **Senior Project Manager/Staff Attorney, Firearms Technical Assistance Project (FTAP)**

The Battered Women’s Justice Project (BWJP) is a collective of national policy and practice centers at the intersection of gender-based violence and legal systems. With U.S. Department of Justice Office on Violence Against Women (OVW) funding, BWJP operates the National Resource Center on Domestic Violence and Firearms to promote policies and practices that effectively implement DV-related restrictions on access to firearms.

See our websites: [www.bwjp.org](http://www.bwjp.org) and [www.preventdvgunviolence.org](http://www.preventdvgunviolence.org).

***BWJP is seeking an experienced, dynamic leader to serve as FTAP Senior Project Manager/Staff Attorney. With this position you will be at the forefront of the movement to create systemic change that saves lives.***

The Senior Project Manager/Staff Attorney of FTAP performs a crucial role in advancing firearm safety and regulation efforts. This position requires a combination of technical expertise, project management skills, and effective communication to drive positive change in this critical area. This position also plays a pivotal role in supporting the effective operation of FTAP, a specialized project focused on providing technical assistance and expertise in the field of firearms and firearms-related issues that effectively addresses GBV within systems. This position is responsible for assisting the FTAP Project Director in planning, managing, and executing various strategies, activities and daily ongoings aimed at enhancing firearm safety, regulation, and law enforcement efforts.

### **Responsibilities:**

- **Project Management:** Collaborate with the FTAP Project Director to implement project workplan, objectives, and strategies. Including the management of project goals and activities for (6) FTAP grantees. The implementation of project activities and deliverables including the implementation of training and technical assistance plans, information and data tracking, reporting (bi-weekly, monthly, and bi-annual), monitoring progress, and ensuring adherence to timelines.
- **Stakeholder Engagement:** Foster and maintain relationships with government agencies, law enforcement organizations, advocacy groups, and other stakeholders involved in firearms-related issues. Function as a liaison between FTAP and project partner organizations, ensuring effective communication and collaboration.



- **Research and Analysis:** Stay current with developments in firearms technology, regulations, and safety practices. Conduct research on best practices, policies, and innovative approaches to firearm safety and regulation. Analyze data and trends related to firearms and propose evidence-based solutions.
- **Training and Capacity Building:** Develop training resources and curricula for law enforcement agencies, the judicial system, and other relevant organizations. Coordinate and facilitate peer to peer learning circles, topical calls, workshops, seminars, and training sessions. Assess the impact of training initiatives and recommend improvements.
- **Policy Development:** Assist in the development of firearm-related policies, guidelines, and recommendations. Collaborate with legal experts and policymakers to draft legislation or regulations aimed at enhancing firearm safety and control.
- **Outreach and Communication:** Assist in the creation of educational materials, publications, and reports on firearms-related issues. Represent FTAP at conferences, meetings, and public events. Promote BWJP and the project's mission and goals through various communication channels.
- **Compliance and Reporting:** Ensure compliance with all relevant laws, regulations, and funding requirements. Prepare regular reports on project activities, outcomes, and impact for stakeholders and funders.

### **Qualifications Required:**

- **Education:** Masters or J.D. required. Equivalent professional experience will also be considered.
- **Experience:** Minimum of 7-10 years of progressively responsible experience in the fields of gender-based violence. Minimum of 3-5 years as a federally funded (OVW, HHS, OVC or related) training and technical assistance provider. Documented experience in project development and management, legal advocacy, firearms policy, public health, or related areas. Previous experience in facilitating training and technical assistance, strategic planning, and stakeholder engagement is highly desirable.
- **Travel:** Willingness and ability to travel nationwide up to 50% of the time.
- **Subject Matter Expertise:** Deep understanding of domestic violence issues, legal advocacy, orders for protection, firearms policy, and their intersection, including relevant laws and regulations, research findings, and best practices. Demonstrated understanding of and commitment to issues of cultural diversity as they pertain to



prevention, intervention, and services, as well as to addressing the needs of underserved communities. Experience in developing and conducting successful training events for adult learners, preferably for criminal justice personnel and advocates.

- **Leadership Skills:** Proven ability to provide visionary leadership, set strategic direction, and manage complex initiatives and projects. Experience in managing external work teams and fostering a collaborative work environment.
- **Project Management:** Excellent organizational skills and attention to detail. Capability to plan and manage daily tasks and projects efficiently, ensuring that resources (time, materials, people) are used effectively to achieve goals. Ability to prioritize tasks and to delegate them when appropriate to ensure deadlines are met and priorities are kept. Strong analytical and problem-solving skills.
- **Product Development:** Ability to identify project and grantee needs and take swift and intentional action to address these by leading the creation of community-centered tools and products.
- **Policy and Advocacy:** Demonstrated experience in policy analysis, development, and advocacy related to domestic violence, firearms, or related fields. Outstanding ability to apply critical thinking and an intersectional analysis to identify and promote effective policies and practices.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to effectively communicate complex issues to diverse audiences.
- **Relationship Building:** Strong interpersonal skills and the ability to build and maintain effective relationships with diverse stakeholders both internally and externally. Ability to work well with diverse groups and to work effectively as part of a team. Excellent negotiation and conflict resolution skills. Ability to act with integrity, professionalism, and strict confidentiality.
- **Research and Evaluation:** Familiarity with research methodologies, data analysis, and evaluation techniques to assess program effectiveness and inform evidence-based practices.
- **Technology Proficiency:** Familiarity with and the ability to use technology, such as laptops, smartphones, and to stay connected, attend virtual meetings, and manage schedules. Competent with Microsoft Office 365 or capable of quickly learn the organization's systems as well as new software and technology. Understanding of cybersecurity practices to protect against data breaches, hacking, and other threats.



- **Commitment to Social Justice:** Demonstrated commitment to racial justice, gender equity, and the empowerment of survivors of intimate partner violence (IPV).
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**Position:** Full-time exempt

**Location:** Remote position

**Salary:** \$95,000 - \$105,000

**Benefits:** 100% Employer paid individual health (BCBS HSA Gold \$3750), dental, vision, \$50k in group life, short term disability, long term disability, and accident insurance. Employees can elect additional medical coverage, critical illness, hospital, life/AD&D, identity theft and pet insurances. BWJP also covers spouse/dependents at 75% on available insurance. In addition, BWJP offers a competitive paid time off package.

**Application:** Send resume, cover letter, and three professional references to [hr@bwjp.org](mailto:hr@bwjp.org) or to BWJP, 540 Fairview Avenue North, Ste. 208, St. Paul, MN 55104.

*BWJP is an equal opportunity employer and is committed to developing inclusive, barrier free, selection processes and work environments. Please advise our HR department at [hr@bwjp.org](mailto:hr@bwjp.org) of any accommodation(s) measures required, which would enable you to be interviewed in a fair and equitable manner. Information received in relation to accommodation requests will be addressed confidentially.*