

Ethiopian Community Development Council, Inc.
Job Announcement

Position: Director of Development
Department/Division: Administration
Reports to: ECDC President
Status: Full-Time/Exempt
Location: Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, tax-exempt 501(c)(3) organization with a mission to resettle refugees; promote cultural, educational and socio-economic development programs in the immigrant and refugee community in the United States; and to conduct humanitarian and socio-economic development programs in the Horn of Africa. Since 1991, ECDC has been resettling refugees from around the world through its affiliated agency network.

Salary/Benefits: Starting salary is commensurate with experience. ECDC offers comprehensive benefits, including health, dental, life and disability insurance, paid holidays and PTO as well as a generous retirement plan.

Position Summary: The Development Director creates and implements a strategic approach to expand, diversify, and manage ECDC's institutional development efforts, including donor cultivation, research, proposal writing, special events, and other fundraising activities

Duties and Responsibilities

- Prepares an annual budget and development plan to diversify and increase ECDC funding with projected time frames that set out program projects, funding targets, special events, earned income projects, individual donor solicitations, and evaluation.
- Identifies and researches potential public and private funding resources, including local, state, and federal government agencies; and local and national foundations and corporations in order to develop program support, in-kind donations, and non-restrictive financial support for existing and new ECDC programs and services.
- Works closely with ECDC program managers in researching and developing funding proposals and other resource development activities.
- Develops strategies for donor cultivation, solicitation, and recognition in order to foster positive and enduring relationships that produce reciprocal benefits with corporations, foundations, individuals, government agencies, and faith-based and other nonprofit organizations.
- Writes and submits or oversees the drafting of funding proposals to corporate and private foundations and local, state, and federal government agencies; and manages proposal preparation timelines.
- Fosters an understanding of philanthropy within the organization
- Develops a communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
- Coordinates the design, printing and distribution of marketing and communication materials for development efforts

- Builds relationships with community stakeholders to advance the mission and fundraising goals of the organization
- Coordinates and manages special events such as dinners, auctions, and similar activities.
- Represents ECDC at meetings, conferences, and community events.
- Performs other duties as assigned.

Qualifications

1. College degree. Master's degree a plus.
2. Minimum of 5 years of successful track record in non-profit fund-raising activities, particularly for health, human services, training, and entrepreneurship; and national projects engaging 2-4 partners.
3. Excellent writing and computer skills (Microsoft Office).
4. Experience developing project budgets.
5. Ability to manage multiple assignments and plan workload to meet deadlines on a timely basis, occasionally under limited time constraints.
6. Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment and with local, state, federal, foundation representatives.
7. Must be legally eligible to work in the U.S.

To Apply: Please submit by fax, mail, or e-mail: (1) a cover letter that included development experience; (2) salary history and requirement; (3) a résumé; and (4) a short writing sample (2-3 pages) to:

Human Resources
Ethiopian Community Development Council, Inc.
901 S. Highland Street
Arlington, VA 22204
Fax: (703) 685-0529

OR Email: hr@ecdcus.org

No telephone inquiries, please. Qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.