

Ethiopian Community Development Council, Inc.

Job Announcement

Position: Manager of Communications and 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.

Position Summary: The Manager of Communications and Development will advance, plan, and implement ECDC's communications program, using print, audio-visual, and electronic media, supervising the Community and Public Relations Officer, and implementing a strategic approach to expand and diversify ECDC's development efforts, including, research, donor cultivation, proposal writing, special events, and other fund-raising activities.

Duties and Responsibilities

➤ Communications

- Conceptualizes, develops, and supervises the implementation of communication activities.
- Develops and updates a variety of organizational communications, including the ECDC annual report, marketing/special events materials, a newsletter, program flyers, press releases, policy alerts, speeches, workshop/conference materials and publications, reports, audio-visual presentations, videos, and the ECDC web site.
- Trains and supervises the Community and Public Relations Officer, reviewing work assignments, providing constructive feedback, and providing work direction and input.

➤ Resource Development

- Prepares an annual Development Plan to increase and diversity ECDC's funding with projected time frames that set out program projects, funding targets, special events, individual donor solicitations, and goal evaluation; and prepares a Development Office annual budget.
- Fosters an agency-wide understanding of philanthropy and resource development.
- Assists and supports ECDC program and branch office development efforts.
- Develops marketing materials that include case statements, brochures, a quarterly development newsletter, and the active use of social media.
- 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 non-profit organizations.

- Conducts individual donor solicitations.
- Researches, develops and submits funding proposals to public and private sector institutional funders, including local, state, and federal agencies; corporate and private foundations; and faith-based and non-profit organizations.
- Prepares proposal preparation timelines.
- Develops in-kind donations of services to support project activities.
- Coordinates special events such as dinners, auctions, and similar activities.
- Develops opportunities for and supervises volunteers and interns assisting with development activities.
- Participates in special projects and other duties as assigned.

➤ **Qualifications**

- Bachelor's degree and/or equivalent work experience. Master's degree preferred.
- A minimum of two years of leadership, management, and/or supervisory experience.
- Experience with monitoring and evaluation, required, and experience with data analysis preferred.
- A minimum of two years of experience working with refugees and/or refugee-serving organizations domestically and/or internationally.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.

➤ **Competencies**

- Excellent and effective written and verbal communication skills.
- Proficient in the use of Microsoft Word, Excel, PowerPoint, Publisher, and social media.
- Demonstrated ability to use Google Forms or similar data management tools and software and computer/online database systems.
- Keen attention to detail.
- Strong organizational skills.
- Able to manage multiple assignments, exercise initiative and judgment, and make decisions within the scope of assigned responsibilities.
- Able to plan and manage work to meet deadlines, occasionally under limited time constraints.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Able to work evening and weekend hours occasionally.

➤ **Physical Demands**

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings and some out-of-state travel related to monitoring of programs at local resettlement sites.
- Ability to maintain emotional control under stress.

- **Environmental Factors**
 - Work is primarily indoors in a climate-controlled building.
- **Contact with Others**
 - Position involves regular contact with branch offices, resettlement network affiliates and federal government agency employees and ECDC staff.
- **Performance Criteria**
 - Related to job responsibilities, core competencies, and performance goals developed with supervisor and set annually.
- **Other Information**
 - ECDC expects all employees to comply with the organization's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.
- **Confidentiality**
 - All employees are required to work in a confidential manner in all aspects of their work.
- **Proof of Eligibility to Work in the United States**
 - All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person).

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

Human Resources, Ethiopian Community Development Council, Inc. 901 S. Highland Street
Arlington, VA 22204 Fax: (703) 685-0529 or Email to: hr@ecdcus.org

Qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer!