



## **Ethiopian Community Development Council, Inc.**

*Serving the Multicultural Community Since 1983*

### **JOB ANNOUNCEMENT**

**Position:** Development Director  
**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, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

#### **Job Summary**

The Development Director will expand, diversify, and manage ECDC's institutional development efforts through donor cultivation, research, proposal writing, special events, and other fundraising activities.

#### **Duties and Responsibilities**

1. Prepares an annual budget and Development Plan to diversity 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.
2. 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.
3. Works closely with ECDC program managers in researching and developing funding proposals and other resource development activities.
4. Works with senior staff and IT Manager in developing website materials.
5. 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.
6. Writes and submits funding proposals to corporate and private foundations and local, state, and federal government agencies; develops proposal preparation timelines.
7. Coordinates special events such as dinners, auctions, and similar activities.
8. Represents the ECDC at meetings, conferences, and community events.

#### **Qualifications**

1. College degree and additional fund-raising training. Master's degree a plus.
2. Minimum of three (3) years successful track record in nonprofit 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 work load 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.

ECDC is an equal opportunity employer. Please submit, by mail or e-mail, a resume that includes salary history, a cover letter describing your interest and qualifications, and a writing sample to:

Human Resources

901 S. Highland St., Arlington, VA 22204

Fax: 703/685-0529

Email: [info@ecdcinternational.org](mailto:info@ecdcinternational.org)

**No telephone inquiries, please**

Position will remain open until filled.

Qualified applicants will be contacted for an interview.