

Ethiopian Community Development Council, Inc.  
901 S. Highland Street  
Arlington, Virginia 22204

## POSITION ANNOUNCEMENT

**POSITION:** Development Officer

**SALARY:** Salary commensurate with qualifications and experience; competitive benefits package includes health, dental, life, and disability insurance and 403b retirement plan.

**STATUS:** Exempt, Full-Time

The **Ethiopian Community Development Council, Inc. (ECDC)** was established in 1983 as a non-profit, community-based organization to resettle refugees, promote cultural, educational, and socio-economic development in the refugee and immigrant community in the United States. While organized to respond to the needs of a growing Ethiopian community in the Washington area, from its inception ECDC has been serving refugees and immigrants from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants. As one of ten voluntary agencies authorized to resettle refugees in the United States, ECDC welcomes and provides support services, locally and nationally, to refugees from across the globe to promote self-sufficiency and integration.

**SCOPE OF WORK:** To expand, diversify and manage ECDC's institutional development efforts through proposal writing, resource identification, donor cultivations, special events and other fundraising activities.

### **JOB RESPONSIBILITIES**

The Development Officer reports to the President of ECDC and is responsible for expansion and diversification of funding streams.

1. Prepares an annual Development Plan to increase and diversify ECDC funding with projected time frames that sets out program projects, funding targets, special events, earned income projects, individual donor solicitations and goal evaluation; and assists in preparation of Development Office annual budget.
2. Develops marketing materials, case statements, brochures, a quarterly development newsletter; and works with senior staff and IT Manager in developing website materials.
3. Identifies and researches potential funding sources.
4. 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.
5. Provides support to ECDC Arlington-based program division and project staff as well as branch offices in development of project ideas and submission of funding proposals.
6. Conducts individual donor solicitations, including the development and production of solicitation materials, mailing, and follow-up.
7. Writes and submits funding proposals to corporate and private foundations and local, state, and federal government agencies; develops proposal preparation timelines.
8. Develops earned income ideas and strategies and oversees their implementation, including setting up a CARI-based technical assistance consultancy project, in-kind donations of goods and services, and sponsorships for workshops and conferences.
9. Coordinates special events such as dinners, auctions, and similar activities.
10. Develops program protocols and opportunities for interns to assist in researching potential donor and funding prospects and development activities; and supervises interns.
11. Participates in special projects and other duties as assigned.

## QUALIFICATIONS

The Development Officer will be an excellent communicator, an accomplished presenter and public speaker, and a compassionate but strong leader. S/he should have exceptional oral and written communication skills. In addition, the Development Officer should have strong organizational and administrative skills; the ability to plan and achieve goals and objectives is critical.

- At least a Baccalaureate degree and three (3) or more years of management level experience within an organization that raises funds from private, public, and corporate sectors and individuals.
- Be a seasoned and creative proposal writer for federal, local jurisdictions, foundation and other funding sources.
- Knowledge of development/fundraising concepts and appropriate solicitation techniques.
- Demonstrated experience and a thorough understanding of the mechanisms involved in raising unrestricted funds including special events, direct mails, corporate sponsorship and donor relations.
- Possess skills to use routine business software such as MS Word, Excel, Outlook, Publisher, and PageMaker.
- Strong interpersonal skills and ability to work independently and as a member of a team.
- Ability to interact with diplomacy and tact with individuals and groups of people from diverse backgrounds.
- Possesses strong initiative and a proactive work style.
- Strong verbal and professional written communication skills; and ability to solicit gifts.
- Marketing, presentation, and project management skills.
- Ability to adapt and respond to various situations.
- Ability to maintain high level of confidentiality.

## APPLICATION INFORMATION

Please submit, by mail or email, a cover letter describing your interest and qualifications, along with resume, writing sample, three professional references and salary requirements to:

Human Resources  
Ethiopian Community Development Council, Inc.  
901 S. Highland Street  
Arlington, Virginia 22204  
[hr@ecdciinternational.org](mailto:hr@ecdciinternational.org)

No telephone calls please.

Only selected candidates will be contacted for an interview. Accepting applications until position is filled.

ECDC is an equal opportunity employer.