

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

JOB DESCRIPTION

Position: Community Engagement and Sponsorship Manager
Department: Refugee Resettlement and Integration
Reports to: Director of Refugee Resettlement and Integration
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: This position leads and sets the strategy for how ECDC will expand participation in its resettlement programs through community engagement, sponsorship, and partnership development at the local and national levels. Staff provides leadership to the affiliate network by developing policies, processes, structures, and training for co-sponsorship programs as well as other aspects of community engagement.

Key Responsibilities

Community Engagement and Co-Sponsorship Activities

- Works closely with the Reception and Placement team to understand ECDC's resettlement network community engagement needs.
- Connects with and learns from other resettlement agencies and national actors such as RCUSA and other forums to keep up-to-date on current trends and best practices in community sponsorship.
- Provides oversight of ECDC affiliates' engagement with SRCs, SRHCs, and other community stakeholders, and ensures the timely submission of affiliate quarterly community consultation reports to ECDC.
- Submits affiliate quarterly community engagement and consultation reports to the Associate Director of Reception and Placement in a timely manner.
- Produces or updates relevant and timely content to design community engagement materials, including best practices guides for ECDC affiliates.
- Develops and updates resource materials and processes for ECDC's models for community engagement and sponsorship programs.
- Documents lessons learned from new initiatives piloted and makes modifications to models for future implementation.
- Works with relevant program staff to design and implement a community engagement strategy for ECDC that effectively builds strategic partnerships with diverse stakeholders.
- Manages the marketing, logistics, and data of community engagement at ECDC events such as the annual national conference, Advocacy Day, World Refugee Day, and community forums.
- Oversees the MEL framework to identify challenges, track progress, and share findings.
- Represents ECDC at meetings, training workshops, and conferences as appropriate.

Training and Technical Assistance

- Guides ECDC affiliates in developing/improving their community outreach plans.
- Reviews ECDC's affiliates quarterly community engagement reports to track progress and identify strengths, weaknesses, and gaps in agency activities.

- Provides individualized feedback and support to ECDC’s affiliates in order to strengthen and harmonize implementing and reporting community engagement activities across the network.
- Develops and delivers specialized community sponsorship and engagement training for the network based on identified issues and gaps in community outreach and engagement activities.
- Holds quarterly individual and joint discussions with ECDC affiliate network community engagement and sponsorship staff to share experiences and address challenges.
- Gathers and shares resource materials that will help local teams improve their community sponsorship programs.

Community Sponsorship Grant Management Activities

- Leads the implementation of current and future grant-funded community sponsorship programs, including a national co-sponsorship pilot program, an institutional sponsorship pilot program, and the Wider Welcome project.
- Develops and revise activity plans for community sponsorship grant-funded programs in order to keep project budget and activities on track.
- Works closely with ECDC’s affiliates to implement planned sponsorship activities.
- Communicates regularly with donors about program progress and alerts them about challenges, delays, or changes throughout the implementation process.
- Tracks reporting requirements and prepares high-quality and timely reports and presentations to donors.

Staff Supervision

- In consultation with the director, develops and works with HR to post staff job announcements and job descriptions, schedules and conducts interviews, and recommends hiring of new staff; ensures staff are on board and receive the necessary training.
- Supervises and coaches staff, including assigning and overseeing job duties, sets and adjusts priorities, and prepares timelines for completion of work.
- Establishes guidelines and performance expectations for staff, assesses performance goals and activities, completes formal job performance reviews and evaluations, and submits them to the director.
- Manages staff time, approves and signs staff time sheets, and PTO requests. Extended PTO requests need approval from the director.

Cross-Agency Collaboration

- Provides ECDC HQ staff community engagement and sponsorship training to enhance their understanding and align expectations.
- Works with program and development staff in preparing community sponsorship proposals.
- Works closely with ECDC HQ program and development staff in identifying new/potential resettlement sites, and actively engages with SRCs and other community stakeholders.
- Provides input for PRM quarterly reports regarding affiliate community engagement activities.
- Collects stories featuring community sponsorship activities that can be featured in ECDC national communications pieces—newsletters, social media, and website.

Qualifications

1. College degree in communications, education, liberal studies, or another related field.
2. Proven track record of successful campaign development and building strategic relationships.
3. Experience in public awareness, community outreach, and advocacy initiatives.
4. Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment and with local, state, federal, and foundation representatives.

5. Strong understanding of the social media landscape, best practices, and analytics tools.
6. High-level proficiency with Microsoft Office and social media reporting tools.
7. Experience developing project budgets.
8. Ability to manage multiple assignments and plan workload to meet deadlines on a timely basis, occasionally under limited time constraints.
9. Must be legally eligible to work in the U.S.
10. Must pass a background check.

SALARY. ECDC provides a competitive annual salary for this position commensurate with experience.

BENEFITS. ECDC offers an excellent benefits package including:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generous paid time off including 15 days of vacation, 12 days of sick leave, and 13 days of paid public holidays.
- 403(b) retirement plan with ECDC's contribution of 10% after one year of employment.
- Short- and long-term life and disability insurance.

TO APPLY. Submit by e-mail: (1) a cover letter; (2) a résumé; (3) three professional references; and (4) salary requirements via email to hr@ecdcus.org

No telephone inquiries, please. Only qualified candidates will be contacted.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER