



## JOB ANNOUNCEMENT

**Position Title:** Branch Site Director  
**Reports to:** Vice President, ECDC Headquarters  
**Status:** Full-Time/Exempt  
**Location:** Wausau, Wisconsin

The ECDC Multicultural Community Center - Wisconsin (MCC-WI) is a branch office of the Ethiopian Community Development Council, Inc. (ECDC). ECDC is one of ten national refugee resettlement agencies authorized by the Department of State to resettle refugees. Originally established as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area, ECDC became the first CBO authorized by the Department of State in 1991 to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 72,400 refugees from around the world through its affiliates and branch offices. ECDC's mission is to empower refugees and immigrants to lead lives of dignity, attain self-sufficiency, and integrate successfully into their new communities in the U.S. ECDC's vision is to be a center of multicultural exchange where community members gain a sense of belonging and actively contribute to an inclusive society.

### **Position Summary:**

The Director of MCC-WI is responsible for overseeing refugee services programming, developing and implementing strategies that positively impact the lives of newcomers to its service area. The successful candidate for this position will set the office's strategic direction, building and sustaining community partnerships, and overseeing overall operations. This person will also be an active and dynamic fundraiser, ensuring that private and government resources are garnered each year to support programs.

### **Key Responsibilities**

The Director commits to ECDC's mission and vision, and effectively articulates the strategies and vision for the MCC-WI office. The Director is also responsible for the following:

1. **Leadership.** Actively engages with local leaders and the community to promote the agency's mission and work; establishes collaborative working relationships with state and local agencies as well as other service providers, donors, advocacy partners, and community organizations; leads with imagination, empathy, belonging and integrity; brings a community member-focused approach to the agency; interacts comfortably with staff and community members; and demonstrates respect for community members' cultural heritages; ensures that services are innovative, holistic, demand-driven, and create a substantial and meaningful impact on the lives of newcomers.

2. **Strategic Planning and Monitoring.** Engages with national and local staff members in strategic planning to set forth goals and objectives which align with ECDC's mission and values. In addition to longer-term strategic planning goals, the Director leads annual review/planning processes with agency staff, coordinating with ECDC HQ to ensure alignment with ECDC's overall mission and goals.
3. **Fundraising.** Develops and executes annual fund development plan with ambitious revenue generation strategies and goals that reach more than \$100K in private resources annually; cultivates and develops local donor relationships including individuals, corporations, and foundations; works closely with ECDC HQ community engagement staff to expand funding base from current and new sources of support for the agency.
4. **Advocacy and Outreach.** Leads local and supports national advocacy efforts to create inclusive communities and welcoming policies for refugees and immigrants; hosts community members, ECDC senior staff, and donors; engages in and supports community and policy outreach efforts on behalf of refugees and the agency.
5. **Community Relations.** Oversees the development of a community engagement plan which includes positive relationships with local media and appropriate marketing materials; builds strong partnerships with public, private, and non-profit sectors and refugee communities; collaborates with partners to address refugee needs for a welcoming and supportive environment; develops and maintains strong volunteer and internship programs.
6. **Agency Capacity Building.** Ensures that MCC-WI remains a learning organization that focuses on improved systems and processes and streamlined work; leverages opportunities such as partnerships with AmeriCorps and volunteers, to expand capacity.
7. **Management of Staff.** Fosters unity and collaborative work among staff; delegates responsibilities effectively; ensures that staff observe ECDC policies and procedures; conducts regular staff meetings; works with management-level staff to introduce and offer professional development opportunities; manages external and internal challenges effectively and constructively; oversees mechanisms for staff accountability; works with ECDC's HR office prior to any hiring or terminating of management-level employees.
8. **Operations.** Ensures timely communication with ECDC HQ (Finance, HR, IT, Programs) regarding operational issues, policies, and reporting; and implements ECDC policies and safety protocols.
9. **Human Resources.** Works with ECDC HQ HR to ensure compliance with local, state, and federal labor laws as well as ECDC policies and procedures; develops annual plans related to staff training, professional development, performance evaluation, and staff retention.
10. **Quality Control.** Establishes, implements, and oversees quality control mechanisms for refugee programs.
11. **Financial Management.** In consultation with ECDC's Finance Director and the MCC-WI Finance & Grants Manager, develops the annual budget and reviews budget reports on a monthly basis to ensure the organization's financial sustainability; accounts for revenue and expenses in accordance with established financial principles and ECDC policies; communicates and obtains approval from ECDC's Field Director and HQ Finance Director prior to entering into contracts, approving payments or incurring debt outside of the approved monthly budgets.

### **Qualifications and Competencies**

- Master's degree in social work, non-profit management, business administration, immigration law, or relevant field, or equivalent experience.
- Three to five years of progressive work experience with multi-faceted, dynamic, service-oriented organizations.
- Commitment to learning and keeping up-to-date on U.S. immigration and refugee policies as well as domestic and overseas refugee issues.
- Minimum three (3) years of senior management experience preferred and preferably fundraising experience.
- Experience preferred in securing major gifts and maintaining long-term relationships with donors.
- Proven people management and innovative leadership skills.
- Coalition-building skills and ability to communicate and work effectively with a variety of stakeholders.
- Excellent written and oral communication skills.
- Ability to increase the visibility of MCC-WI and its refugee resettlement through media relations and other sources.
- Excellent interpersonal skills; ability to work successfully with integrity in a cross-cultural environment and those with limited English speaking clients.
- Ability to set priorities, manage time, and meet deadlines effectively; and to be flexible and work well under pressure in a fast-paced team environment.
- Excellent computer skills.
- Proof of eligibility to work in the United States.
- Ability to travel to Washington D.C. for meetings and ECDC headquarters events.

**Environmental Factors:** Work is primarily indoors in a climate-controlled building.

**Physical Demands:** Moderate physical activity, which includes standing, sitting, walking and lifting items (up to 50lbs). Ability to see within normal parameters. Ability to hear within normal parameters. Ability to maintain emotional control under stress.

**Contact with Others:** Position involves regular contact with ECDC MCC staff, area employers, and representatives from the WI Bureau of Refugee Programs.

**Other Information:** All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect changing client and organizational needs.

**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.)

**How to apply:** Please send resume and cover letter to: [eyonke@ecdCUS.org](mailto:eyonke@ecdCUS.org) with "Director Position" in the subject line. No phone calls please.

Qualified applicants will be contacted for an interview.

**ECDC is an equal opportunity employer.**