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

JOB ANNOUNCEMENT

Position Title:	Application & Business Intelligence (BI) Developer
Department/Division:	Application and Database Management
Reports to:	Application and Database Manager
Status:	Full-Time/Exempt
Location:	Arlington, Virginia

About ECDC: ECDC is a non-profit, community-based organization headquartered in Virginia and founded in 1983. ECDC became a national resettlement agency in 1991 and has since resettled more than 90,000 individuals in the U.S. Currently, ECDC has a network of 25 local resettlement sites that resettle refugees, Afghans, and Ukrainian parolees. Of these, six are ECDC's branch offices, while the remaining are independent affiliates. ECDC has decades of experience conducting outreach and engagement with local ethnic communities throughout the country, delivering structured training and technical assistance, cultivating supportive relationships among host communities, monitoring resettlement performance in compliance with federal government resettlement objectives and standards, and marshaling private resources to support refugee resettlement and integration.

Job Summary: Under the supervision of the Application and Database Manager, The Application & BI Developer is responsible for designing, developing, and supporting enterprise applications and business intelligence solutions. This role combines application development with data engineering and analytics to support operational efficiency, compliance reporting, and executive decision-making.

Key Responsibilities

Application Development

- Develop and maintain applications using C#, .NET, React and FAST API.
- Support application lifecycle including design, testing, deployment, and maintenance.
- Implement role-based access control and user security.
- Troubleshoot and resolve application and database issues.
- Per federal funder requirements, work with ECDC's Application and database team to build, maintain, and update ECDC's database to successfully create reports.
- Develop and produce regular reports, dashboards, and data visualizations to communicate key insights to stakeholders.
- Collaborate with cross-functional teams to ensure data quality, consistency, and compliance.
- Provide ad hoc data analysis and reporting as required by stakeholders.
- Develop and maintain data documentation, standard operating procedures, and data governance policies.
- Stay up to date with industry trends and best practices in data management, analysis, and reporting

Business Intelligence and Data

- Develop Power BI reports using Desktop and Service for the PC, PIR, and MG Programs.
- Manage datasets, gateways, scheduled refreshes, and workspace security.
- Design and maintain SQL databases, views, and stored procedures.
- Perform data mining, wrangling, cleaning, reconciliation, and validation.
- Build and manage data pipelines for reporting and analytics.
- Provides administrative and program-related training, in partnership with program, Data and Reporting Officers to affiliate sites on data and database requirements.
- Works in collaboration with the program team to verify that all data is reconciled and troubleshoots with affiliates to fix data-related issues.

Database Management

- Perform database backup, restore, and disaster recovery operations.
- Monitor performance, data integrity, and availability.
- Ensure compliance with data governance and reporting standards.

Collaboration & Support

- Work with internal teams and affiliates to translate business requirements.
- Provide technical documentation and user support.
- Assist with audits, compliance reviews, and data requests.

Qualifications

- Bachelor's degree in Computer Science, Information Systems, or related field.
- Strong experience with C#, .NET, React, Python, FAST API, SQL Server, and Power BI desktop and services.
- Experience with Datawarehouse, data pipelines, ETL/ELT, and reporting environments.
- Knowledge of user security, access control, and system reliability.
- Proficient in data analysis and visualization tools such as Tableau/Power BI and knowledge of database technologies.
- Four years of experience in Project, Data, Datawarehouse, BI Development and Management. Familiarity with federally funded contracts/programs is a plus.
- Proven analytical skills and attention to detail, with the ability to work with large and complex data sets.
- Proven experience producing high-quality program reports, data collection, and analysis, preparing and tracking budgets, and writing and editing proposals.
- Proven experience designing and conducting workshops and training for a large audience.

Competencies

- Excellent written and verbal communication skills.
- Ability to work independently as well as a team member.
- Experience with data warehousing and ETL tools.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural work environment.
- Ability to prioritize duties and multi-task in a fast-paced environment and plan and manage work to meet deadlines.
- Ability to work evening and weekend hours occasionally.
- Must be legally eligible for employment in the U.S.
- 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 that includes:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generously paid time off, including 15 days of vacation and 12 days of sick leave during the first five years of employment.
- 13 days of paid national 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