ECDC AFRICAN COMMUNITY CENTER
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JOB ANNOUNCEMENT

Position Title: Managing Director
Reports to: ECDC President/CEO
Status: Full-Time/Exempt
Location: Denver, Colorado

This is a unique opportunity for a mission-driven individual to become part of a dynamic, nimble and innovative organization to address today’s pressing and challenging issues related to the refugee and immigrant community. If you are a natural leader who lives to inspire and advocate for the venerable, and becomes inspired by those who travel an arduous journey seeking safety, compassion and love, please come and join us.

About the ECDC African Community Center/Denver
ACC’s mission is to help refugees and immigrants rebuild safe, sustainable lives in Denver.
ACC’s vision is to be an integrative center of multicultural exchange where community members feel a sense of belonging and actively contribute to an inclusive society. ACC’s core values are:

- Belonging: ACC fosters security and trust by building welcoming and diverse communities
- Empathy: ACC offers compassion and understanding to individuals from all communities
- Imagination: ACC is committed to extraordinary creative pursuits that exceed the status quo
- Integrity: ACC consistently exhibits honest and just actions that affirm its promises

Job Summary. The Managing Director is responsible for:

- developing and implementing strategies that create a substantial impact on the lives of immigrants in the Denver metro area;
- being an active and dynamic fundraiser, ensuring that increasing private and government resources are garnered each year;
- setting strategic direction, building and sustaining community partnerships, and overseeing operations at the ACC/Denver office;
- working with ECDC’s President and HQ Finance Director regarding ACC/Denver finance; and
- discussing all major decisions with ECDC President or his designee.

Key Responsibilities
1. Action Plan. Develops and submits an action plan for approval by ECDC’s President, updating it on a monthly basis and implementing strategies in each of the Key Responsibilities outlined in this section.
2. **Leadership.** Is committed to its mission and vision and effectively articulates the strategies and vision for the ECDC ACC Denver office. Actively engages with local leaders and the community to promote the agency’s mission and work locally; 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 member’s cultural heritages. Ensures that services are innovative, holistic, demand-driven, and create a substantial and meaningful impact on the lives of refugees.

3. **Fundraising.** Develops and executes annual fund development plan with ambitious revenue generation strategies and goals that reach more than $1M in private resources annually. Cultivates and develops local donor relationships, including individuals, corporations, and foundations. Works closely with development staff to maintain and expand funding base from current and new sources of support for the agency.

4. **Advocacy and Outreach.** Leads local and supports national advocacy efforts; hosts community members, ECDC senior staff, and donors; engages in and supports community and policy outreach efforts on behalf of the agency.

5. **Community Relations.** Maintains a positive public image of the ECDC ACC and develops working relationships with local media. Oversees development of a marketing plan and appropriate marketing materials. Builds strong partnerships with public, private, and non-profit sectors and refugee communities. Collaborates with partners to address refugee needs and support for a welcoming and supportive environment for refugee integration. Develops and maintains strong volunteer and intern programs.

6. **Agency Capacity Building.** Ensures that the ECDC ACC 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. **Annual Planning.** Leads annual planning process with agency staff. Coordinates with ECDC HQ and ensures that the ECDC ACC annual plan reflects ECDC’s overall mission and goals.

8. **Management of Staff.** Fosters unity and collaborative work among staff. Delegates responsibilities effectively. Operates with an open door policy. Ensures that staff observe ECDC policies and procedures. Takes responsibility for his/her own actions and those of his/her team. 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 management level employees.

9. **Operations.** Ensures timely communication with ECDC HQ (Finance, HR, IT, Programs) regarding operational issues, policies, and reporting; and implements ECDC policies and safety protocols.

10. **Quality Control.** Establishes, implements, and oversees quality control mechanisms within each program or department.
11. **Human Resources.** Works with management level staff to ensure HR responsibilities that are in compliance with local, state, and federal labor laws as well as ECDC policies and procedures. Develops annual plans related to organizational training, professional development, performance evaluation, and staff retention.

12. **Financial Management.** In consultation with ECDC’s President and Finance Director:
- Develops the annual budget and reviews budget versus actual and profit and loss reports on a monthly basis to ensure the organization’s financial sustainability.
- Accounts for revenue and expenses in accordance with established financial principles, cost allocation plans are established, and ECDC ACC/Denver maintains strong internal controls.
- Communicates and obtains approval from ECDC’s President and HQ Finance Director prior to entering into contracts, approving payments or incurring debt outside of the approved monthly budgets.
- Ensures that program managers know monthly budget expectations and that there is ongoing communication between program and finance staff.

**Qualifications and Competencies**
- Understands U.S. immigration and refugee policies as well as domestic and overseas refugee issues.
- Master’s degree in social work, non-profit management, business administration, immigration law, or relevant field, or equivalent experience.
- Six to eight (6-8) years of progressive work experience with a multi-faceted, dynamic, service-oriented organizations.
- Minimum three (3) years of senior management and fundraising experience.
- Evidence of resourcefulness, diligence, and persistence necessary to secure new funding sources.
- Experience 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 the ACC and its programs 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.

**Supervision Exercised:** Supervises management level staff members.

**Licenses/Certifications/Bonding:** Must have a driver’s license and good driving record.

**Contact with Others:** Position involves daily verbal and written contact at a significant level with staff, funders, stakeholders, and community members.

**Performance Criteria:** Related to job responsibilities, core competencies, and performance goals developed and set annually. This job description is not a comprehensive statement of duties,
responsibilities, or requirements. Individuals may be required to perform any other job-related activities as requested. This job description is always under review.

**To Apply**
Please send by e-mail (1) a detailed resume; (2) a cover letter describing your interests, qualifications, summary of capacity and vision for the organization; (3) a salary history and expectation; (4) a short writing sample; and (5) three professional references to:

Email: hr@ecdcus.org

Deadline for submission of application is April 26th, 2019.

**No telephone inquiries, please.**

**ECDC is an equal opportunity employer.**