

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

**JOB ANNOUNCEMENT**

**Position Title:** Grants Management Specialist  
**Department:** Refugee Resettlement and Integration  
**Division:** Reception and Placement Program  
**Reports to:** APA Program Coordinator  
**Duration of Employment:** September 1,2021-March 31,2022, with possible extension  
**Status:** Full Time  
**Location:** Arlington, Virginia

**ABOUT ECDC AND THE APA PROGRAM**

ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 59,000 refugees from countries around the world via its affiliates and branch offices.

The Afghan Placement and Assistance (APA) program support individuals from Afghanistan granted parole, by providing them initial relocation support services in the United States. The program is funded through the Department of State, Bureau of Population, Refugees, and Migration (PRM) with subcontract awards to national resettlement agencies such as ECDC. The objective for ECDC's APA program is to provide sound and timely oversight of the program across its affiliate network that implement direct service provisions to the Afghan arrivals including assistance with accessing services as well as adjustment of status during the period September 1, 2021 through March 31, 2022.

**JOB SUMMARY**

The Grants Managements Specialist is responsible for ensuring that ECDC APA program grant award comply with contract agreements with the Department of State, Population, Refugees and Migration (DOS/PRM) and ECDC. This position supports both ECDC and its affiliates achieve financial compliance through monitoring, training, technical assistance and performs other duties as requested.

**KEY RESPONSIBILITIES**

Headquarters and Affiliate Support

- Ensures ECDC affiliates meet contract agreement requirements, including the submission of APA federal monthly expense reports and supporting documents in a timely manner.
- Tracks overall private contributions secured by affiliates, including from community sponsorship and co-sponsorship groups, specifically.
- Works collaboratively with ECDC APA program staff to review and approve affiliate monthly financial reports; and prepares and submits reimbursement invoice.
- Assures appropriate explanations for discrepancies on affiliates' budget versus monthly expenditure reports and notifies ECDC program staff of any financial issues in a timely manner.
- Works closely with affiliates to resolve any finance-related issues and follows up to ensure they are resolved in a timely manner.

- Maintains up-to-date and accurate affiliate financial records on approved budget, expenditures and remaining balance.
- In collaboration with ECDC program staff and affiliates, works on program budget line-item realignments and budget revisions when necessary and with the approval of the APA Program Coordinator.
- Works with ECDC's external Auditor to provide support in preparation for audits and any other finance-related requests regarding the APA program.
- In collaboration with ECDC program staff and affiliates, ensures the completion of financial closeout process for the grant.

#### Training

- Leads a collaborative effort with ECDC APA program staff and ECDC Finance team to develop training, refine policies and procedures related to the APA grant award spending, tracking, documentation and reporting.
- Handles other assignments as requested.

#### **QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's degree or Certificate in business administration or equivalent work experience in grants management.
- Minimum of two years grants management, budgeting and accounting skills.
- Working knowledge of cost principles and allowable costs as promulgated in The Uniform Guidance (2 CFR part 200) as published by the Office of Management and Budget (OMB).
- Ability to research, interpret and apply related Code of Federal Regulations (CFR) applicable to grants and cooperative agreements administered by ECDC.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior analytical skills, attention to detail, and strong work ethics.
- Ability to maintain confidentiality of financial and other sensitive information.
- Capacity to work under pressure, prioritize multiple tasks, and meet inflexible deadlines.
- Proficiency in computer software particularly Microsoft Outlook, Excel, Access, Word and accounting software packages.

**BENEFITS.** ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays, vacations and sick days as well as a generous retirement plan.

**TO APPLY.** Submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to [hr@ecdcus.org](mailto:hr@ecdcus.org) No telephone inquiries, please.

**ECDC IS AN EQUAL OPPORTUNITY EMPLOYER.**