

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

## **JOB ANNOUNCEMENT**

**Position:** Grants and Communications Manager  
**Department/Division:** Administration  
**Reports to:** Director of Community Engagement  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC) is seeking a detail-oriented and organized, Grants and Communications Manager to join its Headquarters team in Arlington, Va. The Grants and Communications Manager will be responsible for federal, state, corporate, and foundation grant writing and for key communications functions. The position will report to the Director of Community Engagement to ensure the organization is communicating its vision, mission, and needs appropriately with grant applications, donors, and external marketing and social media materials.

### **Position Overview**

The position will be responsible for developing content for grant applications and online social media, and print marketing materials. This role requires the ability to think big while minding details. The Grants and Communications Manager must have project management experience and the ability to manage multiple projects for different people on different timelines.

The role will report to and work closely with the Director of Community Engagement and supervises the Community Engagement Officer position. We are looking for candidates who are motivated, collaborative, creative, and want to help refugees and immigrants successfully integrate into their new communities in the United States.

### **Key Responsibilities**

#### **Grant Management (50%)**

- Lead the creation of content for grant applications.
- Work closely with Program Directors, Managers, and the Director of Community Engagement to draft compelling narratives and case materials to submit to local, state, federal, foundation and corporate grant proposals with a high likelihood of success.
- Participate in prospect cultivation conversations with the Director of Community Engagement to ensure understanding of relationship context and key content for proposal submission.
- Act as the point of contact for existing and prospective institutional funders when necessary.
- Research and design moves management plans for specific institutional funders as necessary.
- Build and maintain relationships with points-of-contact at foundations, public sector entities, and corporations as assigned and appropriate.

- Track upcoming, current, and past proposals, across the organization, including at branch offices, and lead all reporting follow-up and requirements for secured institutional giving at the HQ level for non-federal grants.
- Ensure gift records, donor information, grant information, and other fundraising components are up-to-date and updated on an ongoing basis.
- Provide donor and grant listings other reports, both ongoing and on request, to Senior Management & Leadership.

### **Communications (50%)**

- Serve as the lead in the development of organizational marketing materials, including designing and managing a content calendar.
- Work with the Director of Community Engagement to develop content for external print and online marketing materials.
- Work in collaboration with ECDC management and staff to implement a communications strategy that advances ECDC's mission, increases its visibility and work, and supports development efforts.
- Update and manage ECDC's website with support from IT staff.
- Lead the development and distribution of ongoing stakeholder communication, including a monthly newsletter.
- Lead ECDC's social media efforts.
- Work closely with program staff to gather content for all online appeals and campaigns and serve as the lead to get all of these materials distributed electronically.
- Work closely with the Director of Community Engagement on communication projects including the annual report, annual appeal, and generation of other fund development collateral.
- Refine/update ECDC's brand and messages for diverse audiences.
- Cultivate relationships with ethnic and mainstream media outlets and write/distribute press releases and media alerts.
- Develop high quality marketing and communications collateral. Manage ECDC website information, social media, e-newsletters, ensuring that ECDC is using its communications channels in a timely and consistent manner, assessing its imprint, and increasing its audience.

### **Qualifications**

- Bachelor's degree or equivalent experience.
- 3-5 years of fund development experience.
- Demonstrated ability to win grant proposals and meet fundraising goals.
- Excellent writing, messaging, and editing skills.
- Excellent interpersonal, written, and verbal communication skills, including writing funding proposals and preparing project budgets.
- Strong proficiency in Microsoft Excel, Power Point, and Word; ability to use Google Docs.
- Demonstrated capacity to work independently without close oversight while also operating as a team player in a flexible, creative, and evolving environment.

- Comfortable using social media platforms and a willingness and ability to learn new social media and marketing skills as needed.

**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:** Please 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, ideally related to fund development (excerpt from grant proposal, fundraising appeal, impact report or story, etc.) and a press release statement example; (4) three professional references; (5) a salary requirement to:

Human Resources  
Ethiopian Community Development Council, Inc.  
901 S. Highland Street  
Arlington, VA 22204  
Fax: (703) 685-3807

OR Email: [hr@ecdcus.org](mailto:hr@ecdcus.org)

Application Deadline: 01/22/2021

No telephone inquiries, please.

Only those who submit the **five (5) required items** above will be considered for a review, and qualified applicants will be contacted for an interview.

**ECDC is an Equal Opportunity Employer.**