

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

JOB ANNOUNCEMENT

Position Title: Director, Multicultural Community Center
Reports to: Field Director, ECDC Headquarter
Status: Full-Time/Exempt
Location: Brattleboro, Vermont

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 through its affiliates and branch offices.

ECDC's mission is to empower refugees and immigrants to lead a life of dignity, attain self-sufficiency, and integrate successfully into their new communities in the U.S. ECDC's vision is to be an integrative center of multicultural exchange where community members gain a sense of belonging and actively contribute to an inclusive society.

Job Summary. The Director for Multicultural Community Center (MCC) in Brattleboro is responsible for overseeing refugee programming, developing and implementing strategies that create a substantial impact on the lives of newcomers in the Brattleboro area; being an active and dynamic fundraiser, ensuring that increasing private and government resources are garnered each year to support programs; setting strategic direction, building and sustaining community partnerships, and overseeing overall operations at the ECDC MCC office.

Key Responsibilities

1. **Action Plan.** Develops and submits an action plan for approval by ECDC's Field Director, 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 MCC Brattleboro 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 \$250K 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.** Maintains a positive public image of the ECDC MCC and develops working relationships with local media. Oversees the 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 MCC 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 Strategic and Fund Development Planning.** Leads annual planning process with agency staff. Coordinates with ECDC HQ and ensures that the ECDC MCC annual plan reflects ECDC's overall mission and goals.
8. **Management of Staff.** Fosters unity and collaborative work among staff. Delegates responsibilities effectively. 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 for refugee programs.
11. **Human Resources.** Works with ECDC HQ HR to ensure HR responsibilities are in 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.
12. **Financial Management.** In consultation with ECDC's Field Director 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 MCC/Brattleboro maintains strong internal controls.
 - 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.
- Six to eight (6-8) years of progressive work experience with a multi-faceted, dynamic, service-oriented organizations.
- Understands U.S. immigration and refugee policies as well as domestic and overseas refugee issues.
- 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 ECDC MCC 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.

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 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 No telephone inquiries, please.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER.