

# ECDC / AFRICAN COMMUNITY CENTER

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## JOB ANNOUNCEMENT

**Position Title:** Resource Development Manager  
**Reports to:** Director  
**Status:** Full-time/Exempt  
**Location:** Arlington, VA

**Job Summary:** The incumbent will plan and execute resource development strategies and assist in cultivating support from federal and local government, foundations, and individuals. The incumbent also reviews and coordinates program reports, manages ECDC/ACC's volunteer and intern networks, and provides other development support as needed to ECDC/ACC programs.

### Key Responsibilities

#### 1. Financial Resource Development and Relationship Management:

- Primarily with resource development to help sustain program activities.
- Write and submit proposals for federal, state, local, and private grants.
- Proactively research potential partners and opportunities for new or expanded programs.
- Respond to funder requests as part of program start-up and relationship maintenance.
- Work in conjunction with Director to develop and implement strategies for program sustainability.
- Create and updates a sustainability plan for organizational programs.

#### 2. Reporting:

- Reviews ACC program monthly, quarterly, and semi-annual reports.
- Coordinates any clarifications, revisions, or expansions of reports before submission to funders.
- Use online platforms to submit programmatic reports.

#### 3. Intern, Volunteer, and AmeriCorps Coordination:

- Maintain online recruitment profiles and update intern and volunteer postings.
- Review intern applications for completeness and forward to program managers for review.
- Assist with intern interviews and decisions as requested by the programs.
- Schedule and conduct volunteer orientation sessions for both Washington, DC area offices (Arlington, VA and Silver Spring, MD).
- Coordinate completion of applications, background checks, and confidentiality forms.
- Collect and track volunteer and intern timesheets.
- Create and maintain intern and volunteer files.
- Review AmeriCorps member timesheets, activity logs, and reports for compliance.
- Submit AmeriCorps member documentation to ECDC National and maintain member file.

#### 4. Communications:

- Manage the Volunteer Coordinator email account and respond to volunteer related inquiries.
- Draft email and letter correspondences for executive leadership.
- Update job descriptions and post online announcements for openings.

#### 5. Other:

- Assist program staff with developing additional resources for programs and program activities.
- Represent ECDC/ACC at local meetings and workshops.
- Assist in planning ECDC/ACC annual and fundraising events.
- Participate in community-wide and agency-sponsored activities.
- Other duties as assigned.

**Education, Experience, Knowledge, Skills and Abilities**

- Undergraduate degree.
- Knowledge of domestic refugee resettlement issues required.
- Excellent grant and proposal writing skills required.
- Program management experience a plus.
- Ability to relate professionally and collaborate with diverse individuals in a multicultural setting.
- Ability to work on a team.
- Must be an organized self-starter.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet.
- Ability to plan and manage work to meet deadlines, occasionally under limited time constraints.
- Must be legally eligible for employment in the U.S.
- Ability to work evening and weekend hours occasionally.

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

**Physical Demands**

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings.
- Ability to maintain emotional control under stress.

**Environmental Factors:** Work is primarily indoors in a climate-controlled building.

**Contact with Others:** Position involves regular contact with funders, community leaders, resettlement network affiliates (local, state, and federal government agency employees), private sector organizations, and ACC staff. Must have the ability to establish and maintain positive working relationships.

**Performance Criteria:** Related to job responsibilities, core competencies, and performance goals set annually in consultation with supervisor.

**Other Information:** All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

**Confidentiality:** All employees are required to work in a confidential manner in all aspects of their work.

**Proof of Eligibility to Work in the United States:** All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person.)

**How to apply:** Please send resume, cover letter, and writing sample to: [hr@ecdCUS.org](mailto:hr@ecdCUS.org) with "Resource Development Coordinator" in the subject line or mail to: ECDC, Human Resources, 901 S. Highland St., Arlington, VA 22204

**No phone calls please.**

Qualified applicants will be contacted for interview.

**ECDC is an equal opportunity employer.**