

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

JOB ANNOUNCEMENT

Position: Resource Development Officer
Department: Development and Communications
Reports to: Director of Development and Communications
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: This position supports the Development and Communications department for the full range of fund development activities, which include grant writing, donations and fundraising. The staff is responsible for writing proposals for both unrestricted and restricted projects and coordinates and implements the organization's annual fundraising events as well as perform donor management related activities.

KEY RESPONSIBILITIES

Grant Writing and Fund-Raising

- Identifies corporate, government, and individual funding partners by conducting research and developing a prospective funders and donors list.
- Conducts the full range of activities required to prepare, submit, and manage grant proposals to foundations, federal, state and corporate sources.
- Works with ECDC national program staff to develop grant proposals related to particular projects and actively engages in writing grant proposals.
- Works with the Communications Officer to promote fund-raising events using flyers, advertisements and digital marketing outreach.
- Assumes full responsibility for various fund-raising efforts, including product sales, obtaining items for auctions, and acquiring donations.
- Establishes a realistic budget for events for anticipated fund-raising outcomes.
- Manages an assigned portfolio of funding activities, including prospect research to ensure high quality and timely submission of grant applications and reports.
- Coordinates and implements ECDC's annual events such as Run for Refugees.

Donor Management

- Processes all incoming donations accurately, including checks, wire transfers, and online payments.
- Responds to inquiries/requests from donors and prospective donors about ECDC.
- Manages all donor data entry and maintains data integrity in ECDC's Little Greenlight (LGL) database.
- Creates and maintains a variety of reports in LGL for various queries and uses.
- Ensures timely and accurate donation acknowledgement for individual and institutional donors and funders.
- Maintains relationships with existing donors and funders and assists in cultivating new donors and funders.
- Drafts donor communications as needed.

- Prepares and finalizes mailing lists for the Annual Appeal and other campaigns.
- Reports on donor fund-raising activities and outcomes.
- Assists in fund-raising campaigns to support ECDC's national programs.

QUALIFICATIONS AND COMPETENCIES

- Master's degree in Non-Profit Management, Marketing, or Communications or any equivalent combination of education and training, that demonstrates the ability to perform the duties of the position.
- Minimum of 3 years of prior fundraising experience required, including a minimum of 2 years of resource development experience.
- Exceptional writing skills with demonstrated experience in grant proposal writing with success rate.
- Experience in planning large-scale events and fundraisers a plus.
- Experience with Microsoft Word, Excel and social media platforms required.
- Experience conducting prospect research using relevant online tools (Research Point, Noza, etc.)
- Experience working with a diverse team and promoting a positive brand image of ECDC, its work, and its values.
- Fosters positive relationships with current and potential donors and community partners.
- Must be detail-oriented, organized, and have a strong sense of responsibility and teamwork.
- Excellent interpersonal, written, and verbal communication; quantitative and research skills required.
- Comfortable interacting directly with funders and other external stakeholders via digital and phone communications.
- Ability to prioritize and manage several milestones and projects efficiently.
- Familiarity with managing and organizing large data sets preferred.
- Interest in refugee and humanitarian issues preferred.

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. No telephone inquiries, please.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER.