

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

**JOB ANNOUNCEMENT**

**Position:** Small Grants Coordinator  
**Reports to:** Director of Development and Communications  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Overview:** This position is primarily responsible for administering ECDC's small grants portfolio, including overseeing the implementation of these grants, preparing and executing subcontracts before funds are disbursed, processing monthly expense reimbursements for affiliates, tracking and documenting project activities, and reporting. This position is also responsible for writing new proposals and/or amendments for existing grants.

**KEY RESPONSIBILITIES**

- Responds to inquiries/requests about ECDC from donors and prospective donors.
- Ensures timely and accurate donation acknowledgement for individual and institutional donors and funders.
- 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.
- Keeps organized and detailed files of funding agencies, grants applied for, grant proposals and other important data.
- Conducts the full range of activities required to prepare, submit, and manage small grant proposals to foundations and corporations.
- Tracks all program deliverables are completed on time and are of high quality work.
- Ensures timely submission of grant reports to funders, ensuring the grants' impact is clearly highlighted and documented.
- Ensures subcontracts or MoUs are signed between ECDC and its affiliates prior to execution of grants.
- Processes affiliate monthly financial reimbursements, as needed.
- Works closely with ECDC's finance department and responds to requests for information and supporting documentation, as needed.

**QUALIFICATIONS AND COMPETENCIES**

- Bachelor's degree required.
- At least two years of demonstrated experience to perform the duties of the position.
- Exceptional writing skills with demonstrated experience in grant proposal writing.
- Experience with Microsoft Word, Excel.
- Must be detail-oriented, organized, and have a strong sense of responsibility and teamwork.
- Excellent interpersonal, written, and verbal communication skills.

- Comfortable interacting directly with funders and other external stakeholders via digital and phone communications.
- Ability to prioritize and manage several milestones and projects efficiently.
- 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](mailto:hr@ecdcus.org).

No telephone inquiries, please.

**ECDC IS AN EQUAL OPPORTUNITY EMPLOYER.**