

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

**JOB ANNOUNCEMENT**

**Position:** Director  
**Location:** Las Vegas, Nevada  
**Reports to:** ECDC President/CEO  
**Status:** Exempt, Full Time

**Background.** The Ethiopian Community Development Council, Inc. (ECDC) is a tax-exempt 501(c)(3) non-profit, community-based organization that was established in 1983 to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area and across the U.S. From its inception, ECDC has been serving refugees and immigrants from diverse cultural backgrounds and quickly became a multi-service provider with national and international reach. ECDC helps refugees and immigrants re-establish their lives as productive, self-sufficient members of their new communities and assists in strengthening their support systems. Culturally and ethnically diverse staff and clients are ECDC's proud hallmark for the past 35 years.

Since 2003, ECDC's branch office in Las Vegas, the ECDC African Community Center (ACC/LV), has been resettling refugees from across the globe. With a dedicated staff and the help of volunteers, the ACC/LV conducts programs that help newcomers build their lives anew, gain personal independence and economic self-sufficiency, and become productive, contributing members of American society.

**Job Summary.** The Managing Director represents ECDC at the local level and is responsible for carrying out strategies that strengthen the ACC/LV and its staff and improve the lives of newcomers to the Las Vegas, Nevada, area. The Managing Director oversees administrative, financial, client and volunteer programs and services and ensures that fundraising, marketing, community relations, human resources, IT, and donor relations are responsive and carried out professionally. ECDC offers a competitive starting salary and fringe benefits package.

**Key Responsibilities**

- **Leadership.** Actively engages with local leaders and the community to promote the agency's mission and programs; establishes collaborative working relationships with state and local agencies as well as other service providers, donors, advocacy partners, and community organizations. Leads with empathy, belonging and integrity. Brings a client-focused approach to the agency; interacts comfortably with staff and clients; and demonstrates respect for community member's cultural heritages. Ensures that services are innovative, holistic, demand-driven, and create a meaningful impact in the lives of clients served.
- **Community Outreach and Relations.** Builds strong partnerships with public, private, and non-profit sectors and communities served. Collaborates with partners to address client needs and support for a welcoming and supportive environment for client integration. Maintains a positive public image of the ACC/LV and develops working relationships with local media. Develops a marketing plan and appropriate marketing materials.
- **Agency Capacity Building.** Leverages opportunities, such as partnerships with local funders and nonprofits, colleges, unions, faith-based institutions and volunteers, to expand agency capacity and support.

- **Annual Planning.** Leads annual planning process with agency staff to develop improved systems and processes to streamline and increase agency effectiveness Coordinates with ECDC headquarters and ensures that the ACC/LV annual plan reflects the agency's overall mission and goals.
- **Fundraising.** Develops and executes annual development plan with revenue generation strategies and goals. Cultivates local donor relationships, including individuals, corporations, and foundations to maintain and expand funding base from current and new sources of funding.
- **Management of Staff.** Fosters unity and collaborative work among staff. Delegates responsibilities effectively. Operates with an open door policy. Ensures that staff observe ECDC policies and procedures and take responsibility for their own actions and those of their team. Conducts regular staff meetings. Manages external and internal challenges effectively and constructively. Oversees mechanisms for staff accountability, performance evaluation, and retention.
- **Operations.** Ensures timely communication with ECDC regarding operational issues, policies, and reporting; and implements ECDC policies and safety protocols.
- **Quality Control.** Establishes, implements, and oversees quality control mechanisms within each program or department.
- **Human Resources.** Works with Human Relations Associate to ensure HR responsibilities comply with local, state, and federal labor laws as well as ECDC policies and procedures. Develops annual plans to help staff keep up-to-date via internal program training and/or external professional development. Enables staff to keep up-to-date via appropriate internal training and external training opportunities.
- **Performance Criteria:** Related to job responsibilities, core competencies, and performance goals developed and set annually.

### **Qualifications and Competencies**

- Bachelor's degree in social work, non-profit management, or relevant field; advanced degree a plus.
- Six to eight (4-6) years progressive work experience with social programs/direct service delivery to clients in a cross-cultural environment. Experience with a community-based organization preferred.
- Minimum two (2) years senior management and fund-raising 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.
- Ability to increase visibility of the ACC/LV and its programs through media relations and other sources.
- Coalition-building skills and ability to communicate and work effectively with a variety of stakeholders.
- Demonstrated ability to develop and nurture teams.
- Excellent written and oral communication skills.
- Excellent interpersonal skills and ability to work successfully with integrity in a cross-cultural environment and 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.

**Please submit by mail or e-mail (1) a resume; (2) a cover letter describing your interest, qualifications, and salary expectation; and (3) a short, 2-3-pages, writing sample to:**

**Human Resources**

Ethiopian Community Development Council, Inc.  
901 South Highland Street  
Arlington, VA 22204

Fax: 703/685-0529

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

**No telephone inquiries, please.**

Qualified applicants will be contacted for an interview.

**ECDC is an Equal Opportunity Employer.**