

FRIENDS OF THE ARAVA INSTITUTE
University Relations Manager
Job Posting

Salary \$40,000-\$50,000 commensurate with experience, plus bonus potential.
This is a full-time exempt position, reporting to the CEO

The mission of Friends of the Arava Institute (FAI) is to support the critical work of the Arava Institute for Environmental Studies (AIES) through public awareness, student recruitment, and fundraising campaigns. Located in Israel, the Arava Institute for Environmental Studies is a leading environmental studies and research institute in the Middle East. It houses accredited academic programs, research centers, and international cooperation initiatives focusing on a range of environmental concerns and challenges. With a student body comprised of Jordanians, Palestinians, Israelis, and participants from around the world, the Arava Institute offers students an exceptional opportunity to learn from leading professionals while forming friendships and developing skills that enable them to lead the region and the world in solving today's most pressing environmental challenges. Friends of the Arava Institute is located in Newton Center, MA and supports efforts throughout North America. Currently, the University Relations Manager position is a fully remote position. When office operations resume, the position will be based in Newton Center.

Position Summary

The primary responsibility of the University Relations (UR) Manager is to maintain a critical mass of North American students and interns at the Arava Institute. The UR Manager will design and implement a comprehensive recruitment and university relations plan aimed at building a strong ongoing pipeline of university student and intern applicants to the Arava Institute. The UR Manager will maintain and enhance relationships with key colleges, universities, and organizational at in-person and/or virtual study abroad fairs, conferences, and events; and promote the Institute to relevant deans, study abroad offices, faculty, students, campus groups, and other interested individuals. When it is safe to do so, some domestic and international travel will be required.

Core Responsibilities

Student Recruitment

- Develop and implement plans to recruit participants for the Arava Institute's academic and internship programs. Maintain communication with prospective students and interns throughout the application and enrollment processes.
- Promote AIES at national and regional professional association meetings and conferences.
- Track and analyze study abroad enrollment, policies, and trends.
- Distribute scholarship applications and facilitate selection committee meetings.
- Assist Arava Institute staff with increasing the number of institutions at which AIES is an approved overseas program.

Public Events and Trip Coordination

- Schedule and coordinate virtual and in-person speakers on campuses and in communities around North America.

- Speak publicly on behalf of FAI and the Arava Institute at information sessions and events arranged by staff and organizational partners.
- If and when travel resumes, organize transportation, accommodations, meals, and other trip logistics for speakers.

Marketing, Communications, & Social Media

- Working with AIES staff, develop recruitment materials, publications and other collateral.
- Develop effective campus presentations to promote AIES.
- Plan and implement online initiatives including newsletters, webinars, and advertisements.
- Manage flow of information and follow up on responses to online outreach campaigns.
- Maintain the sections of the website related to North American student recruitment.
- Collaborate with AIES on the Institute's social media strategy.

Program Administration: Reporting, Financial, & Other

- Document activities; produce comprehensive metric-driven reports.
- Track status of prospective and admitted students and interns.
- Assist with processing of tuition payments (via database processing system)
- Participate as needed in strategic planning, board meetings, and event coordination.
- FAI is a small organization, and all employees assist with a variety of tasks as necessary.

Qualifications

- Minimum three years of professional work experience in student recruitment and/or study abroad programs.
- Must be willing to travel within North America and to the Middle East.
- Must have a valid driver's license.
- Proficiency in Microsoft Office Suite.
- Ability to learn new software independently and quickly. Additional software includes Mailchimp, WordPress, DonorPerfect and Adobe Suite.

The Ideal Candidate

- Strong personal commitment to the vision and mission of the organization.
- Sensitivity to cultural differences when working with people from other countries and cultures.
- Willingness to assume a high level of responsibility and take initiative.
- Able to work independently and without significant direction.
- Enjoys working with a small team in a fast-paced environment.
- Strong sense of personal accountability and follow-through on assignments.
- Excellent interpersonal, written, and verbal communication skills.
- Experience working with US-based organizations operating in the Middle East a plus.

How to apply:

Please send a resume and cover letter to info@friendsofarava.org

For more information, visit. <https://arava.org>.