

FRIENDS OF THE ARAVA INSTITUTE  
Grants Manager  
Job Posting

This is a three day per week (60% FTE) exempt position reporting to the Director of Development.

Compensation is \$45,000-\$55,000, commensurate with experience.

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. Ideally, the Grants Manager will live within commuting distance to the office in Newton Center.

#### Position Summary

Reporting to the Director of Development, the Grants Manager is responsible for identifying and cultivating foundations and crafting funding proposals and reports in a clear and compelling manner. The Grants Manager works closely with the Director of Development and Executive Director to identify and develop these relationships. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly organized, and have experience crafting grant proposals and reports as well as conducting online research to identify potential funders. This is a three day per week (60% FTE) with the potential to grow.

#### Core Responsibilities

Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources, including the following:

- Perform prospect research on foundations and corporations to evaluate potential corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Work with the Israel office to create, edit and review grant proposals and reports.
- Produce all reports as required by foundation and corporate grantors.
- Provide regular written updates (newsletters etc.) to corporate and foundation donors.
- Craft compelling narrative of institutional history and programs.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Create and maintain a library of current projects available for donor support.
- Assist with other fundraising projects as requested
- May require occasional travel to Israel

Qualifications

- Bachelor's degree and minimum Seven years of experience in grant writing and research.
- Ability to work well under pressure and maintain deadlines
- Excellent research, organizational and narrative writing skills
- High energy, positive attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- A high level of computer literacy required, including Microsoft Office Suite, and Google; Familiarity with online systems including Donor Perfect or iWave a plus.

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.
- Enjoys working with a small team in a fast-paced environment
- Excellent interpersonal, written, and verbal communication skills.
- Experience working with US-based organizations operating in the Middle East a plus.
- Familiar with efforts in environmental sustainability and peace building in the Middle East a plus.

To apply, please send your resume along with a cover letter and writing sample to [RKalikow@friendsofarava.org](mailto:RKalikow@friendsofarava.org). No phone calls, please.