



## **Development and Administrative Assistant** [Hybrid] Newton, MA

Full time exempt position, reporting to the CEO.

### **About the Friends of the Arava Institute**

*The Friends of the Arava Institute (FAI) is the US arm of the [Arava Institute for Environmental Studies](#), a leading environmental research and academic institute in the Middle East. Located on Kibbutz Ketura in Israel's Arava Valley, the Arava Institute houses academic programs, research centers and regional cooperation programs focusing on a range of environmental challenges. The Arava Institute is dedicated to the concept that nature knows no borders. With a student body comprised of Jordanians, Palestinians, Israelis and students from around the world, the Arava Institute offers an exceptional opportunity to learn from leading scientists, form friendships, and develop skills to help solve today's most pressing environmental concerns. FAI's goal is to ensure the Institute's continued success and growth through US student recruitment, effective fundraising and public awareness campaigns.*

### **Position Overview:**

The Development and Administrative Assistant (DAA) provides administrative support to the CEO and senior staff, manages scheduling and logistics, and is the primary point of contact for internal and external stakeholders, particularly donors and the Board of Trustees. The DAA also performs routine office tasks including donor gift management. This is a full-time position, with preference for someone available to work in the office in Newton, Massachusetts. A hybrid work environment is available.

### **Development Responsibilities Include:**

- Assume primary responsibility for the donor database including gift entry, running reports, and acknowledgments, and managing constituent records. Ensure that Israel Ride and JNF gifts are properly recorded in the donor database. Review records and make updates as necessary.
- Conduct donor research
- Produce acknowledgment and tribute letters.
- Track pledges and other expected gifts, including gifts via JNF.
- Produce and format donor reports for appeal letters, electronic appeals, e-letters, invitations and other correspondence.
- Support development team in producing print materials, liaising with print and mailing houses.
- Assist with planning of and provide administrative support for the Israel Ride and other fundraising events such as Board Study Tours, donor trips and other events.
- Interact with donors and event participants; respond to inquiries and information requests.

**Administrative Responsibilities Include:**

- Oversee the CEO's schedule; work closely with the CEO to keep her well informed of upcoming commitments and responsibilities.
- Support the CEO and senior staff including scheduling and other administrative tasks as required.
- Schedule and coordinate meetings with internal and external stakeholders, make travel arrangements, provide relevant prep materials and appropriate follow-up.
- Provide support to the Board and board committees including communications, meeting prep, scheduling, agendas and materials, logistics, and taking minutes. Maintain board and committee data.
- Answer phones, greet visitors, respond to emails and requests for information, and coordinate follow-up with other staff
- Maintain website: board and staff lists, employment opportunities, news, and upcoming events.
- Manage software accounts including iWave, Mailchimp, Zoom, and others
- Order supplies, printed materials, catering for events, holiday gifts
- Assist staff in solving technology issues.
- Assume primary responsibility for the planning and execution of the Annual Meeting
- Work on special projects and other tasks as assigned
- Participate in organizational events and meetings as assigned, including the Israel Ride

**Experience and Skills:**

- Minimum 3 years of administrative or development experience
- 4-year degree
- Highly proficient with technology including Office 365 (Word, Excel, Powerpoint) and development databases
- Able to multitask and work independently without significant direction
- Highly detail oriented
- Enjoys working with a small team in a fast-paced environment
- Strong sense of personal accountability and follow-through on assignments
- Able to interpret instructions quickly, and both anticipate and solve day to day problems
- Strong sense of confidentiality and integrity when handling sensitive communications from leadership and between team members
- Outstanding organizational and multi-tasking skills
- Able to work occasional evenings and weekends
- Possibility of periodic travel including to Israel for Israel Ride

**Compensation**

Salary \$40,000 – \$47,500

Benefits include Blue Cross Blue Shield health and dental insurance, vision insurance, 401k plan with company match, short- and long-term disability, life insurance.

To apply, send resume and cover letter to [\*\*office@friendsofarava.org\*\*](mailto:office@friendsofarava.org)