



Associate Director of Development

Friends of the Arava Institute

(Remote, option for Hybrid)

Full-Time / Exempt

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 an accredited academic program, research centers, and applied environmental diplomacy initiatives that pursue solutions to cross-border environmental challenges exacerbated by climate change. With a student body comprised of Jordanians, Palestinians, Israelis, and participants from around the world, the Arava Institute's academic program offers students an exceptional opportunity to learn from leading professionals while forming friendships and developing skills that enable them to become the region and the world's environmental peacebuilders. FAI is located in Newton Center, MA, and supports efforts throughout North America.

Job Summary

The Associate Director of Development (ADD) will be responsible for assisting in the planning, implementation and management of fundraising programs and events for FAI. Working closely with the Chief Development Officer, the ADD will focus on deepening the North American individual donor base to sustain and expand the Arava Institute. The successful candidate will have a passion for environmental issues and peacebuilding and be skilled in donor relations and development. This position is US-based. It will require national travel and periodic international travel and may include some evening or weekend hours.

Responsibilities

- Assist the Chief Development Officer in creating and executing a comprehensive fundraising strategy to meet the organization's financial goals.
- Build and maintain relationships with existing and potential donors, including individuals and foundations, through effective communication, cultivation and stewardship efforts.
- Collaborate with the Chief Development Officer to identify and research major donor prospects aligned with the Arava Institute's mission.
- Develop and implement development strategies to deepen the donor base, with an initial focus on increasing the base of donors giving up to \$5,000.
- Create donor campaigns to engage participants who have participated in immersive events including the annual Israel Ride bike ride and Israel study tour.
- Support the planning and execution of periodic fundraising events, which may include donor receptions, parlor meetings or a larger gala. Be lead staff for particular events as appropriate.

- Oversee donor recognition and acknowledgement processes to ensure timely and meaningful recognition.
- Be an articulate spokesperson for the Arava Institute to donors and public groups.

Qualifications

- Bachelor's Degree
- Minimum of 4 years of experience in nonprofit fundraising, donor relations, or development.
- Proven track record in successfully securing gifts from individual donors
- Strong written and verbal communication skills, with the ability to craft compelling donor communications and fundraising materials.
- Excellent interpersonal skills, with the ability to build and maintain positive relationships with diverse stakeholders.
- Knowledge of fundraising best practices, donor cultivation strategies and stewardship techniques.
- Experience in event planning and execution, including managing logistics and donor engagement activities.
- Proficiency in using donor management systems and fundraising software. Knowledge of Donor Perfect a plus.
- Proficiency in Microsoft Office.
- Exceptional organizational skills and attention to detail.
- Ability to work independently, manage multiple priorities and meet deadlines.
- Experience with Middle East peacebuilding or environmental work a plus
- Ability to travel within the United States and to Israel.
- Able to work flexible hours.

Compensation

\$75,000 to \$100,000 annually commensurate with experience. Benefits include Blue Cross Blue Shield health and dental insurance, vision insurance, 401k plan with company match, short- and long-term disability, and life insurance. We encourage and support professional development in areas of relevant interest.

To Apply

Please submit your resume, a cover letter and any relevant materials to office@friendsofarava.org. In your cover letter, please highlight your experience in nonprofit fundraising and your interest in the Arava Institute's mission. No phone calls and principals only, please. Please include "[Your Name]-Associate Development Director" in the subject line.

FAI is an equal opportunity employer and does not discriminate on the basis of age, sex, disability, race, color, religion, national origin, marital status, gender identity or expression, sexual orientation, personal appearance, family responsibilities, genetic information, matriculation, political affiliation, or other characteristics unrelated to professional performance.