

The Arava Institute is seeking a Development Associate/Grant Writer

Job description (full time position):

The Arava Institute Development Associate's job is to work with the development department team in coordinating, drafting, editing, and submitting and maintaining written content for grant proposals, reports, and other materials associated with foundation, corporate, and government grants and donors. All development department team members provide support for one another and may take on tasks as needed. The Development Associate is responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals, update reports and other material for donors.

Specific tasks include:

- A variety of writing tasks, including grant writing, editing and reporting, including annual reports on Arava Institute departments.
- Mapping/researching funding leads.
- Assisting with building budgets for proposals.
- Understanding guideline documents for proposals; coordinating and communicating requirements with contributors.

Requirements:

The Development Associate should have strong communication skills and be able to work well in a team environment, handle multiple assignments and meet deadlines.

- Enthusiasm about the vision and the goals of the Arava Institute.
- The ability to craft proposals and reports that are clear, compelling, and persuasive.
- The capacity to edit existing copy from a variety of sources to create a cohesive message.
- The ability to comprehend complex guidelines.
- The capacity to edit existing copy for proper grammar and usage.
- The ability to work collaboratively with a diverse group of staff members and researchers.
- The ability to tell compelling stories.
- The capacity to multitask and manage multiple projects and assignments, often with competing deadlines.
- Computer literacy (Microsoft office and Google docs).
- English fluency required; Hebrew proficiency preferred; Arabic proficiency is an added advantage.
- Basic understanding of budgets.
- Presence in the Arava Institute offices at least twice a week – preferred.

If you are interested in the position, please send your CV to tali@arava.org