



FRIENDS OF THE ARAVA INSTITUTE
Chief Executive Officer

[Friends of the Arava Institute](#) (FAI) is a non-profit organization based in Newton, Massachusetts dedicated to supporting the [Arava Institute for Environmental Studies](#) (Arava Institute or AIES) in its mission to advance environmental sustainability and peace-building efforts in the Middle East. The Arava Institute brings together students, researchers, and professionals from diverse backgrounds to address critical environmental challenges while fostering cooperation and dialogue among Israelis, Palestinians, Jordanians, and other regional stakeholders. The Arava Institute is a much sought after participant in Environmental Diplomacy, Cross-border Initiatives and Global Environmental forums.

The Arava Institute is poised for growth and global presence. The Chief Executive Officer (CEO) of FAI will be a crucial partner in the possibilities and outcomes for the Institute. FAI is also growing to meet the needs of the Arava Institute. The CEO will have the opportunity to both manage a professional and sophisticated team as well as be a primary partner to donors and colleagues in Israel.

Position Overview:

The CEO of FAI is a visionary leader who will grow the organization, building on its existing strengths and accomplishments. In this key leadership role, the CEO is responsible for guiding the organization's strategic direction, fundraising and public awareness efforts, program development, and overall operations. The CEO plays a critical role in ensuring the organization's financial sustainability and expanding its impact in support of the Arava Institute's mission. Opportunities for growth and stability of financial outcomes will be a primary opportunity for the next CEO. The capital goals of the Arava Institute will be a key challenge for the next CEO as the Institute looks to modernize and grow its campus.

Our client prefers applicants who reside in U.S. time zones that can regularly be in contact with staff in Boston and Israel. Some travel required.

Key Responsibilities:

Strategic Leadership:

- Develop and execute a comprehensive growth-oriented strategic plan to achieve the organization's mission and goals in collaboration with the Board.
- Provide visionary leadership to engage stakeholders and partners in advancing the Arava Institute's objectives.
- Foster a culture of collaboration, innovation, and accountability within the organization.
- Work effectively in partnership with the Arava Institute's leadership.

Fundraising and Resource Development:

- Oversee fundraising efforts, including donor cultivation and stewardship, grant writing, and major gift solicitation.
- Develop and implement effective fundraising strategies to both secure existing financial support and increase funding for the organization's programs and initiatives.
- Cultivate relationships with foundations, corporations, individuals, and government agencies.
- Promote the Arava Institute leadership in core fundraising roles.
- Build and sustain the relationships and structures to execute the Capital goals of the Arava Institute.
- Engage and support Board members in fundraising efforts.

Organizational Management:

- Lead and motivate staff to deepen their engagement with FAI and AIES
- Provide opportunities for staff advancement and growth
- Provide coaching, direction, and oversight for staff
- Maintain and retain a high-performance FAI staff team
- Demonstrate commitment to Diversity, Equity and Inclusion within the staff

Program Development and Oversight:

- Work closely with the Arava Institute to align programmatic initiatives with the organization's goals.
- Monitor program outcomes and impact, ensuring they align with the organization's mission and strategic priorities.
- Identify opportunities for program growth and development.
- Oversee the student recruitment and alumni engagement initiatives in North America.
- Build awareness of the Arava Institute's work.

Financial Management:

- Develop and manage the organization's annual budget.
- Ensure fiscal responsibility and transparency in financial operations.
- Monitor financial performance and report regularly to the Board of Directors.

Stakeholder Engagement:

- Build and maintain strong relationships with key stakeholders, including the Arava Institute leadership, board members, donors, and partners.
- Represent the organization at conferences, events, and public forums to raise awareness and support for its mission.

Board Relations:

- Engage in consistent collaboration with Board leadership, ensuring they are regularly apprised of organizational performance and strategic initiatives, while also delivering regular updates to the full Board of Directors.
- Collaborate with the Board on strategic planning and policy development.
- Implement Board decisions.
- Ensure that Board committees have sufficient leadership, membership, and staff support.
- Work with the Board and leadership to:
 - Identify and recruit new members and engage them in governance and fundraising activities, including working to broaden the diversity of FAI Board membership;
 - Orient and onboard new board members;
 - Cultivate board members for future leadership roles, providing guidance and opportunities for growth.
- Create effective board meeting agendas, incorporating input from board members and executive leadership to ensure that key topics and discussions are included to support informed decision-making.

Qualifications and Skills:

- A bachelor's degree in a relevant field; an advanced degree is preferred.
- Demonstrated leadership experience in fundraising and nonprofit management, which may include: board relations, financial management, marketing and public relations, human resource management, and program development.
- Passionate commitment to the mission and values of FAI.
- Excellent communication and interpersonal skills with the ability to build and sustain relationships with diverse stakeholders.
- Demonstrated success in fundraising and donor relations.
- Strategic thinking and the ability to translate vision into action.
- Experience working in international and/or cross-cultural settings is a plus.
- Exceptional organizational and time-management skills.
- Ability to work independently and as part of a team.
- Proficiency in relevant software and technology.
- Entrepreneurial, creative, calm under pressure, poised, persuasive, inspires confidence.

Please submit your application to: [Chief Executive Officer \(#1002\) | Joel Paul Group](https://www.joelpaul.com/job/chief-executive-officer-1002/)
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