

FRIENDS OF THE ARAVA INSTITUTE
University Relations and Alumni Manager
Job Posting

Position Summary

The responsibilities of the University Relations and Alumni Manager (URAM) are to build and maintain relationships with universities to foster a pipeline of North American students and interns at the Arava Institute as well as to strengthen the North American alumni community's connection to the Arava Institute and Friends of the Arava Institute. The URAM will also staff the University and Alumni Relations Committee. This is a full-time exempt position, reporting to the CEO

The UARM will maintain and enhance relationships with key colleges, universities, and organizations. This may include promoting the Institute to relevant deans, faculty members, study abroad offices, faculty, students, campus groups and other interested individuals; and attending study abroad fairs, conferences, and events. The UARM will build, maintain, and update the North American alumni database and create and implement opportunities for alumni to engage with the Arava Institute and Friends of the Arava Institute. The position will report to the Friends of Arava CEO. Domestic and international travel will be required.

Core Responsibilities

Student Recruitment

- Recruit participants for the academic and internship programs. Communicate with prospective students and interns throughout the application and enrollment processes.
- Track and analyze study abroad enrollment, policies, and trends.
- Distribute scholarship applications and facilitate selection committee meetings.
- Increase the number of institutions at which AIES is an approved overseas program.
- Maintain online listings on sites such as Handshake, GoAbroad, and Go Overseas.
- Promote the program to non-university related platforms such as professional association meetings and conferences, high schools, partner organizations, and gap year programs.

Marketing, Communications, & Social Media

- Develop promotional material for the academic and internship programs including social media posts, newsletters, advertisements, webinars, and written collateral
- Build and maintain relationships with universities.
- Develop and execute effective campus presentations to promote Arava Institute.
- Maintain the sections of the website related to North American student recruitment.

Alumni Relations

- Liaise with North American alumni to maintain their connection to the Arava Institute
- Engage alumni to assist with recruitment efforts as appropriate
- Maintain and update alumni lists
- Send out a monthly newsletter for alumni engagement
- Deepen opportunities for alumni to build connections with each other and the Arava Institute

Public Events and Trip Coordination

- Schedule and coordinate virtual and in-person speakers on campuses and in communities.
- Recruit alumni and plan trips to promote the Arava Institute to communities around North America. Accompany the alumni on those trips.
- Speak publicly on behalf of the Arava Institute at information sessions and events.

Program Administration: Reporting, Financial, & Other

- Document activities; produce comprehensive metric-driven reports.
- Track status of prospective and admitted students and interns.
- Submit annual budgets for university relations and alumni operations
- Work with a committee of board members to support recruitment and alumni relation

Qualifications

- 3+ years of experience in student recruitment, study abroad programs, and/or a related field.
- Valid driver's license and willing to travel within North America and to the Middle East.
- Proficient in Microsoft Office Suite, Mailchimp, WordPress, and Adobe Suite
- Able to learn new software independently and quickly.

The Ideal Candidate

- Strong personal commitment to the vision and mission of the organization.
- Sensitive to cultural differences when working with people from other countries and cultures
- Able to assume a high level of responsibility, take initiative, and solve problems creatively
- Able to work independently and without significant oversight.
- Enjoys working with a small team in a fast-paced environment.
- Experience working with US-based organizations operating in the Middle East a plus.

Compensation

\$50,000-\$65,000 annually, commensurate with experience and geographic location. Benefits include health and dental insurance, vision insurance, 401k plan with organizational 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 a student recruitment-focused writing sample to office@friendsofarava.org. In your cover letter, please discuss your interest in the Arava Institute's mission. No phone calls and principals only, please. Please include "[Your Name]-University Relations" 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, pregnancy, or other characteristics protected by law and unrelated to professional qualifications or performance. FAI employees are responsible for treating others with kindness and respect and maintaining a work culture free from discrimination and harassment.