



**Director of Development**  
**Friends of the Arava Institute**  
**Newton, MA**

(Hybrid or Remote available: US-Based)  
*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, AIES is a leading environmental studies and research institute which houses a university-accredited academic program, research centers and applied environmental diplomacy initiatives which pursue solutions to cross-border environmental challenges exacerbated by climate change. With a student body comprised of Palestinians, Israelis, Jordanians, 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.*

### **Job Summary**

***Friends of the Arava Institute is located in Newton Center, MA and supports efforts throughout North America. While preference is given to local candidates, the Director of Development (DoD) position is classified as US-based with hybrid or remote available. The DoD must be available to meet with staff based in Israel, Jordan and West Bank.***

Friends of the Arava Institute seeks a Director of Development (DoD) to plan, lead and implement overall fundraising and development strategies to raise \$4million+ annually as well as to advance a capital campaign. The DoD will report to and work closely with the Chief Executive Officer as well as work with other development staff to deepen the North American individual and institutional donor base to sustain and expand the Arava Institute. The successful candidate will have a passion for the Institute's mission of environmental issues and peacebuilding and be skilled in all aspects of the donor relations and development pipeline. An ideal candidate has proven supervisory experience and success building relationships with and soliciting high net-worth individual donors. This position requires national travel and periodic international travel and includes periodic evening and weekend hours. The DoD will build strong relationships with stakeholders as well as with staff at Friends of the Arava Institute in North America and the Arava Institute in Israel.



## Responsibilities

- In partnership with the Chief Executive Officer, create and execute a comprehensive fundraising plan to meet the organization's financial goals.
  - Build and maintain relationships with existing and potential donors, with a focus on 4, 5, and 6 figure donors including individuals and foundations, through effective communication, cultivation and stewardship.
  - Identify, research and cultivate major donor prospects aligned with the Arava Institute's mission.
  - Expand donor opportunities including a menu of Planned Giving opportunities.
  - Implement Capital Campaign to support the Institute's expanded campus.
- Create donor campaigns and events to engage individuals who have participated in immersive events such as the annual Israel Ride bike ride and Arava Institute study tour.
- Oversee the planning and execution of periodic fundraising events including donor receptions, parlor meetings, galas, etc.
- Staff the Development Committee of the Friends of Arava Institute Board.
- Support, participate in and/or lead experiences to Israel and the region including the annual Israel Ride bike ride and Study Tours.
- Supervise and work with Grants Manager in identifying, cultivating and soliciting institutional funders.
- Work with colleagues as appropriate to implement development strategy, including the development and communications manager and the development and operations associate.
- Steward donors and prospects through the implementation of donor affinity groups.
- Ensure timely and meaningful recognition of donors.
- Be an articulate spokesperson for Friends of the Arava Institute and the Arava Institute.
- Oversee gift entry, donor recognition and acknowledgments, as well as management of the donor database, including oversight of staff performing these functions.

## Qualifications

- Bachelor's Degree
- 5+ years of experience in nonprofit fundraising and leadership.
- Proven track record in successfully securing 5- and 6-figure gifts from individual donors
- Strong written and verbal communication skills; able to craft compelling donor communications and fundraising materials.
- Knowledge of fundraising best practices, donor cultivation strategies and stewardship techniques.
- Experience in event planning and execution, including managing logistics and donor engagement activities.
- Proficient with donor management systems and Microsoft Office.
- Minimum 3 years supervisory experience.



- Exceptional organizational skills and attention to detail.
- Excellent collaborator: builds strong relationships with colleagues and contributes to positive organizational culture.
- Able to work independently, manage multiple priorities simultaneously and meet deadlines.
- Experience with Middle East peacebuilding or environmental work is a plus.
- Must reside within the United States.
- Able to travel within the United States and to Israel.
- Able to work flexible hours to meet the needs of donors and key stakeholders.
- Available to meet virtually with staff based in Israel and the region.

### **Compensation**

\$100,000 - \$150,000 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 development-focused writing sample to [office@friendsofarava.org](mailto: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]-Director of Development" 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, genetic information, or other characteristics protected by law and unrelated to professional qualifications or performance. All employees of FAI are responsible for maintaining a work culture free from discrimination and harassment by treating others with kindness and respect.