



**Friends of the Arava Institute
Communications & Development Manager
Job Posting**

This is a full-time exempt position reporting to the Chief Executive Officer.
Hybrid preferred, remote potential

To apply, please send your resume along with a cover letter and writing sample to office@friendsofarava.org. No phone calls, please.

Organizational Background

The Friends of the Arava Institute (FAI) supports 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 and development centers, and applied environmental diplomacy initiatives focusing on the region's environmental concerns and challenges. With a student body comprised of Jordanians, Palestinians, Israelis, and internationals, the Arava Institute offers students an exceptional opportunity to learn from leading professionals while forming friendships and developing skills that enable them to lead the region and the world in solving today's most pressing environmental challenges. Friends of the Arava Institute is located in Newton Centre, MA and supports efforts throughout North America.

Position Summary

The Communications and Development Manager (CDM) is responsible for creating and implementing the print and digital communications strategy for the organization. The CDM will also create the fundraising appeal calendar, content for both print and electronic appeals, accompanying donor correspondences, and assist in creating and implementing virtual and live events and travel. The Communications and Development Manager will work with the Director of Development and CEO, AIES communications staff, and others as appropriate. Excellent writing and analytical skills are essential. Candidates must be self-motivated, detail oriented, and highly organized.

Core Responsibilities

Communications and Marketing

- Create electronic and print communications to promote the organization's message using emails, e-newsletters, social media, blogs, FAI and AIES' websites, print, and other communication vehicles.
- Expand and deepen FAI's and AIES' social media presence.



Event Planning & Management

- Working with colleagues, create and conduct periodic virtual and live events including speakers, annual meeting, annual North American alumni conference, alumni visits, and development activities, and trips and tours.

Development

- Create print and electronic fundraising campaigns, and develop and implement the annual campaign calendar
- Support the development committee

Qualifications

- Minimum three to five years of relevant professional experience
- Proficiency in Microsoft Office, Canva, Adobe InDesign, Mailchimp, WordPress
- Proficiency with social media channels (Facebook, Instagram, Twitter, LinkedIn, Tiktok, etc.)
- Works well under time pressure
- Meticulous writer
- Excellent collaborator
- Comfort working with remote colleagues

The Ideal Candidate

- Strong personal commitment to the vision and mission of the organization
- Sensitivity to differences when working with people from other countries and cultures
- Willing to assume a high level of responsibility and take initiative
- Able to work independently and without significant direction
- Enjoys working with a small team in a fast-paced environment
- Strong sense of personal accountability and follow-through on assignments
- Excellent interpersonal, written, and verbal communication skills
- Experience working with US-based organizations operating in the Middle East a plus
- Able to travel within the US and to Israel

Compensation is \$50,000-\$60,000 commensurate with experience. Benefits include Health, dental, and vision insurance, life and disability insurance, 401(k) with employer match, generous paid time off, and support for professional development.

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<https://arava.org/about-our-community/job-openings/>