

## **Communications & Development Associate**

**Friends of the Arava Institute**

**Newton, MA**

(Hybrid preferred, remote possible)

*Full-Time/Exempt*

### **Organizational Background**

Friends of the Arava Institute (FAI) is a U.S.–based nonprofit organization located in Newton Centre, MA, that advances environmental cooperation in the Middle East through public awareness, fundraising, student recruitment, and U.S.–based educational initiatives. As the primary North American partner of the Arava Institute for Environmental Studies (AIES), FAI works to elevate the Institute’s visibility, engage diverse audiences, and strengthen support for its mission of cross-border environmental collaboration. Through strategic storytelling, digital engagement, and donor and alumni outreach, FAI connects supporters across North America to the values of environmental leadership, cooperation, and shared responsibility.

Located in Israel, the Arava Institute is the leading environmental studies and research institute that brings together Jordanians, Palestinians, Israelis, and international students in a unique immersive setting where academics, applied research, and environmental diplomacy intersect. It houses an accredited academic program, research and development centers, and applied environmental diplomacy initiatives focusing on the region’s environmental concerns and challenges. This distinctive community fosters cross-cultural relationships and equips students to become environmental leaders and bridge builders, prepared to contribute meaningfully to solutions for some of the most pressing ecological challenges facing the region and the global community. The Institute’s dynamic environment and diverse student body form the core narrative that inspires and guides FAI’s public engagement efforts. The Communications & Development Associate plays a key role in advancing this mission by shaping FAI’s voice, strengthening its public presence, and connecting broader audiences to the Institute’s work. This position leads multi-channel communications, supports resource development, and helps ensure that FAI’s messaging reflects the collaborative spirit and transformational impact at the heart of the Arava Institute.

### **Position Summary**

Friends of the Arava Institute (FAI) is seeking a skilled and thoughtful communicator who brings creativity, strong writing ability, and a deep commitment to regional environmental cooperation and ;

peacebuilding in the Middle East. The Communications & Development Associate (CDA) supports FAI's mission by shaping and executing communications that engage stakeholders, inspire donors, and amplify the impact that Friends of the Arava Institute plays to support the Arava Institute for Environmental Studies.

This role is well-suited for someone who enjoys working across disciplines and audiences, thrives in a collaborative environment, and brings both initiative and strategic thinking to their work. The Associate helps develop and implement integrated communications that support fundraising, programs, and institutional priorities, and works closely with colleagues at FAI and with the communications team at the Arava Institute for Environmental Studies in Israel.

Combining traditional nonprofit communications with strategic storytelling, this role helps ensure that FAI's messaging is clear, compelling, and aligned across platforms and partners. The ideal candidate is curious, proactive, and energized by a wide range of projects — from donor communications to digital content — and is comfortable working both independently and as part of a team.

## **Core Responsibilities**

### **Communications & Marketing**

- Collaborate with senior leadership to develop and execute communications strategies that align with organizational goals and development priorities.
- Identify and refine key messages and narratives that resonate with donors, alumni, community partners, and other stakeholders.
- Coordinate closely with the Arava Institute communications team in Israel to ensure message alignment and consistency across organizations.
- Produce high-quality written materials, including newsletters, donor communications, reports, fundraising collateral, social media content, slide decks, and press releases.
- Draft fundraising appeals for print and digital campaigns, tailoring messaging to different donor audiences and engagement strategies.
- Develop compelling narratives that highlight impact, alumni leadership, applied research, and community partnerships.
- Manage and contribute to FAI's social media platforms, ensuring consistent voice, tone, and brand alignment.
- Create engaging digital content and track performance metrics to inform strategy and increase reach and engagement.
- Collaborate with the University Relations Manager to create digital materials that support student recruitment and academic programs.

- Monitor media coverage related to Friends of the Arava Institute, the Arava Institute, and relevant sector themes.
- Track communications activities and outcomes, providing insights and recommendations to strengthen future efforts.

### **Development & Donor Engagement**

- Draft and support donor-related communications, including appeals, stewardship materials, and campaign messaging.
- Produce donor-facing content that reflects FAI's mission, priorities, and partnership with the Arava Institute.
- Support relationship-building with donors, alumni, community leaders, and partner organizations through thoughtful and timely communications.

### **Development & Donor Engagement**

- Support the planning and promotion of virtual and in-person events, including fundraising events, community gatherings, and speaking engagements.
- Draft event-related communications such as invitations, programs, briefing materials, and follow-up correspondence.
- Liaise with internal and external stakeholders to ensure effective coordination and messaging around virtual and in-person events.

### **Required Qualifications**

- Bachelor's degree or equivalent professional experience.
- 2–4 years of experience in communications and/or development, preferably within the nonprofit or social-impact sector.
- Excellent writing and editing skills, with the ability to tailor messaging for diverse audiences and platforms.
- Experience creating content for digital channels, including social media and email communications.
- Basic website, file, video, or photo editing skills — or willingness to learn — using common nonprofit tools (e.g., CMS editors, online and email marketing platforms, web development platforms, Canva or similar tools).
- Strong organizational and project-management skills, with the ability to manage multiple priorities and deadlines.
- Demonstrated interpersonal skills and ability to work collaboratively across teams, cultures, and time zones.

- Demonstrated personal accountability and reliable follow-through in managing projects and deadlines.
- Ability to travel occasionally within the U.S. and to Israel for events or meetings.
- Must reside in the United States and be able to work legally in the U.S., with the ability to commute to Newton Centre, MA, as needed.

### Preferred Qualifications

- Experience in nonprofit fundraising communications or donor engagement.
- Proficiency with MailChimp, Canva, Adobe Creative Suite and/or InDesign, WordPress
- Familiarity with media relations, including drafting press materials or supporting media outreach.
- Experience with content management systems and/or basic graphic design tools.
- Knowledge of community engagement, volunteer coordination, or alumni-relations strategies.
- Knowledge of Hebrew or Arabic (helpful but not required).

### Compensation

This is a full-time, exempt position.

**Salary range: \$58,000–\$64,000 annually**, commensurate with experience.

FAI offers a comprehensive benefits package including health, dental, and vision insurance; a 401(k) plan with employer match; short- and long-term disability insurance; and life insurance. We are committed to supporting staff growth and encourage ongoing professional development in areas of relevant interest. Some domestic and international travel may be required.

### To Apply

Please submit your resume and a cover letter to [office@friendsofarava.org](mailto:office@friendsofarava.org).

In your cover letter, please highlight your relevant experience and your interest in FAI's mission.

Please include “[Your Name] – CDA” in the subject line.

*FAI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth or related medical conditions, sexual orientation, and gender identity), national origin, age, disability, genetic information, or military or veteran status, in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.*