



**FRIENDS OF THE ARAVA INSTITUTE**  
**Recruitment and Alumni Relations Officer**  
**(40-hours/week; full-time, exempt)**  
**Hybrid / Remote possible (U.S.-based)**  
**Significant domestic travel required**

**About the Friends of the Arava Institute**

Friends of the Arava Institute (FAI) is a U.S.-based, 501(c)3 nonprofit organization headquartered in Newton Centre, Massachusetts, that advances environmental cooperation in the Middle East through fundraising, public engagement, and student recruitment. As the primary North American partner of the Arava Institute for Environmental Studies (AIES), FAI provides critical financial and institutional support for the Institute's academic, research, and environmental diplomacy work. FAI works closely with colleagues in Israel to support and advance the Arava Institute's academic programs, research initiatives, and student recruitment efforts, translating complex cross-border environmental work into clear and accessible communications for North American audiences.

Located in Israel, the Arava Institute for Environmental Studies (AIES) is a leading environmental academic and research institution that brings together Jordanians, Palestinians, Israelis, and international students to address regional environmental challenges through rigorous academics, applied research, and environmental diplomacy. The semester-long accredited academic program is the Institute's flagship initiative, through which students from North America and around the world live and study together for one to two semesters alongside peers from across the region. Through this shared experience, students engage in academic coursework and dialogue focused on environmental challenges and cross-border cooperation, while the Institute's broader academic programs, research centers, and field-based initiatives address issues such as water scarcity, climate resilience, renewable energy, and sustainable development, positioning environmental collaboration as both a method and an outcome of its work.

**Position Overview**

The Recruitment and Alumni Relations Officer (RARO) advances FAI's mandate to recruit North American university students and interns to the Arava Institute by building and sustaining a North American recruitment pipeline through university, student and community relationships. The role also supports strengthening the North American alumni community's connection to the Arava Institute and Friends of the Arava Institute. The



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RARO will staff FAI's University and Alumni Relations Committee and report to Friends of the Arava Institute's CEO. The RARO maintains and develops relationships with key colleges, universities, and organizations through outreach, campus engagement, and participation in events such as study abroad fairs and conferences, while identifying additional opportunities for student recruitment beyond traditional frameworks. The role also supports alumni engagement efforts that enhance recruitment visibility and institutional connection.

Current recruitment conditions require that success be defined not only by enrollment outcomes, but also by pipeline development, consistency of outreach, and overall recruitment readiness. The RARO may explore and support the development of alternative recruitment pathways to expand outreach to North American students and recent graduates. Significant domestic travel is required, as well as periodic international travel.

### **Core Responsibilities**

#### *Student Recruitment & University Relations*

- Serve as the primary driver of recruitment activity for North American students and interns.
- Conduct outreach through campus visits and recruitment events, including study abroad fairs, meetings with faculty and student groups, classroom presentations, webinars, and other virtual engagement opportunities to build awareness and student interest.
- Identify new avenues for recruitment beyond traditional pipelines.
- Develop and implement recruitment plans, including the development and refinement of recruitment materials and presentations for the Arava Institute's academic and internship programs. Track and manage prospective students and interns through the recruitment funnel, including maintaining consistent communication from initial inquiry through enrollment and transition to alumni engagement. Demonstrate increased student and internship interest and recruitment over academic year.
- Represent Arava Institute at regional and national conferences and professional association meetings.
- Collaborate with Arava Institute staff to maintain and expand institutional relationships with universities and relevant partner organizations, including supporting program approvals and strengthening ongoing partnerships.
- Maintain and update program listings on external platforms such as Handshake, GoAbroad, and Go Overseas, and identify new opportunities for digital and non-traditional outreach.



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- Create digital outreach strategies and work with to implement digital outreach efforts, including coordination of social media content to reach North American student audiences.
- Identify and pursue additional recruitment channels beyond traditional university-based pathways to reach prospective students and recent graduates.
- Support scholarship outreach and administration, including distributing scholarship applications and coordinating scholarship selection committee meetings.

#### *Alumni Relations*

- In support of recruitment and institutional engagement, engage the growing North American alumni community to strengthen their connection to and support of the Arava Institute and Friends of the Arava Institute.
- Collaborate with the Arava Institute's Middle East Alumni Coordinators to align alumni engagement efforts.
- Maintain and update the North American alumni database
- Develop and distribute a monthly alumni newsletter to sustain engagement and visibility

#### *Public Events & Trip Coordination*

- Recruit and coordinate the participation of Middle Eastern alumni for North American Alumni Speaking Tours (up to two annually), working with university staff and organizational partners to execute and staff events with prospective students.
- Represent Friends of Arava and the Arava Institute at information sessions and events arranged by university staff and organizational partners both in person and online.
- Coordinate logistics for recruitment-related travel and events, including transportation, accommodations, and scheduling.

#### *Operations & Organizational Participation*

- Track and analyze study abroad trends, institutional policies, and enrollment activity to inform recruitment strategy.
- Document activities and produce metric-driven reports to track outreach activity, pipeline development, and recruitment progress.
- Maintain recruitment-related digital assets and website content in coordination with communications staff to ensure accuracy and alignment with current program offerings.
- Submit and manage budgets for recruitment and alumni-related activities.



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- Staff and support board and committee efforts related to recruitment and alumni relations
- Participate in organizational and strategic planning, board meetings, and cross-functional initiatives as needed.
- Contribute to additional organizational priorities and cross-functional projects as needed, in alignment with team capacity and priorities.

### **Qualifications**

- Minimum of three years of professional experience in student recruitment, study abroad programs or a related field.
- Must be willing to travel within North America and periodically to the Middle East.
- Must have and maintain a valid driver's license.
- Must be authorized to work in the United States.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Experience using CRM systems, student databases, or digital engagement platforms preferred.
- Familiarity with tools such as Mailchimp, Canva, or similar platforms a plus.
- Demonstrated ability to learn new systems and tools quickly and independently.

### **The Ideal Candidate**

- Demonstrates a strong personal commitment to the mission of Friends of the Arava Institute and the Arava Institute.
- Brings cultural sensitivity and the ability to engage effectively with diverse populations across North America and the Middle East.
- Is proactive, self-directed, and comfortable working independently while contributing to a small, collaborative team environment.
- Demonstrates strong judgment, initiative, and the ability to problem-solve creatively in a dynamic and evolving recruitment landscape.
- Is an effective communicator and relationship builder, with confidence in public speaking, presentations, and one-on-one engagement.
- Maintains a high level of personal accountability and follow-through.
- Is adaptable and resilient, with the ability to navigate changing conditions and sustain long-term recruitment efforts.
- Experience working with U.S.-based organizations operating in or connected to the Middle East is a plus.



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### **Compensation**

\$58,000 - \$62,000 annually, commensurate with experience and geographic location. Benefits include health and dental insurance, vision insurance, 401(k) plan with organizational match, short-and long-term disability, and life insurance.

### **To Apply**

Please submit your resume and cover letter to [office@friendsofarava.org](mailto:office@friendsofarava.org). In your cover letter, please highlight your experience in student recruitment and alumni engagement and your interest in the Arava Institute's mission. No phone calls and principals only, please. Please include "[Your Name]- Recruitment & Alumni Relations Officer in the subject line.

### ***Equal Employment Opportunity Statement***

*Friends of the Arava Institute (FAI) is an equal opportunity employer. FAI does not discriminate against any employee or applicant for employment on the basis of race, color, religion or creed, sex (including pregnancy, childbirth, related medical conditions, sexual orientation, and gender identity or expression), national origin or ancestry, age, disability, genetic information, marital status, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.*

*This policy applies to all terms and conditions of employment, including but not limited to recruitment, hiring, placement, promotion, transfer, compensation, benefits, training, leaves of absence, and termination.*