



FRIENDS OF THE ARAVA INSTITUTE
Donor Relations & Events Manager
(40-hours/week; full-time, exempt)
Hybrid / Remote possible (U.S.-based)

About the Friends of the Arava Institute

Friends of the Arava Institute (FAI) is a U.S.-based 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. Friends of the Arava Institute builds support for this work through fundraising, public engagement, and donor-facing events that bring the Institute's mission to life for audiences in North America.

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. Its accredited academic programs, research and development centers, and field-based initiatives focus on issues such as water scarcity, climate resilience, renewable energy, and sustainable development, emphasizing cross-border cooperation as both a method and outcome of environmental problem-solving.

Position Overview

Reporting to the Director of Development, the Events Manager (EM) will plan and execute a portfolio of fundraising, donor-facing, and community-based events that support Friends of the Arava Institute's engagement and development goals. The role is primarily responsible for event planning, logistics, and participant experience, and works in partnership with the Development team to support donor engagement and stewardship through these events. The EM will contribute to the Development team's work by helping to engage and retain donors and supporters in North America through well-executed events. This position requires someone who is highly attentive to detail, thrives in a fast-paced atmosphere, can manage multiple priorities independently, and enjoys working collaboratively with staff and volunteers. The role includes travel to Israel for an annual

event and domestic travel as needed. Preference is given to applicants who are able to work in the office three times per week.

Events Overview

Events at FAI serve as a key tool for engaging current and prospective supporters in the United States and Israel, with the goal of building awareness, deepening relationships, and strengthening financial support. This year, events will include programming tied to the Arava Institute's 30th anniversary celebration.

Event formats may include donor cultivation gatherings, peer-to-peer fundraising events, community engagement events, and mission-based experiences. The Events Manager will work at the intersection of bringing the Arava Institute's programs to life through engaging event opportunities in the United States and Israel, collaborating with staff across both locations to develop and implement programming. The EM works in partnership with the FAI development, communications, finance teams and lay leaders in the United States, as well as with AIES program and logistics staff in Israel.

Core Responsibilities

Fundraising Event Planning & Execution

- Develop and implement an evolving calendar of fundraising events, in partnership with leadership, including signature events, peer-to-peer fundraisers, and Israel-based programming.
- Plan and execute events aligned with organizational priorities, messaging, and available resources.
- Identify opportunities to enhance event engagement and support fundraising outcomes.
- Work with hosts and committees to coordinate and publicize events.

Event Logistics & Operations

- Manage event logistics including venues, vendors, catering, audiovisual needs, rentals, etc.
- Manage vendor relationships, including sourcing, coordination, and day-to-day communication.
- Prepare and coordinate vendor agreements and contracts in collaboration with authorized staff.
- Oversee event registration, guest communications, seating, auction or pledge processes, and post-event related needs as applicable.
- Ensure events are delivered on time, on budget, and at a high standard of quality.

- For peer-to-peer fundraising, implement and support online fundraising tool, supporting participants as necessary.

Volunteer & Committee Management

- Recruit, steward, and support volunteer committees and event chairs.
- Facilitate committee meetings, set clear expectations, and provide tools to maximize volunteer effectiveness.
- Serve as the primary liaison between volunteers and staff, ensuring collaboration and accountability.

Budgeting, Reporting & Evaluation

- Develop and manage event budgets in partnership with leadership; track expenses and revenue, ensuring alignment with organizational parameters.
- Analyze event performance and prepare post-event reports, including ROI and recommendations for improvement.
- Maintain accurate records in CRM or donor management systems.

Stakeholder & Cross-Functional Collaboration

- Work closely with development, communications, finance, and leadership teams to ensure integrated messaging and accurate reporting.
- Coordinate with communications staff to support event promotion across email, website, social media, and other outreach channels and the development of basic event-related materials, as needed.
- Serve as a liaison between internal teams, vendors, and event stakeholders to ensure smooth coordination and execution.
- Support relationship management with sponsors, vendors, lay leaders, and community partners.

Qualifications & Skills

- Bachelor's degree or equivalent professional experience.
- 3+ years of experience in event planning, project management, or related fields, preferably within a nonprofit or mission-driven organization.
- Strong organizational and project management skills, with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office 365 and email marketing platforms (e.g., MailChimp). Experience with online fundraising tools and donor databases (e.g., DonorPerfect) a plus.
- Experience supporting fundraising events or donor engagement initiatives preferred.
- Excellent interpersonal and customer service skills, with comfort working with volunteers, donors, and external partners.



- High degree of cultural competence and ability to work effectively across diverse communities and international teams.
- Willingness to work evenings and weekends as needed to support events, and to travel domestically and internationally.
- Must have and maintain a valid driver's license.
- Must be authorized to work in the United States.

Compensation

\$57,000 - \$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. In your cover letter, please highlight your experience in project management or event planning and your interest in the Arava Institute's mission. No phone calls and principals only, please. Please include "[Your Name]- Events Manager" 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.