



American Friends of Bar-Ilan University

JOB POSTING

Development Resources Manager

American Friends of Bar-Ilan University

Marketing & Communications, Operations, Customer Service · Full-time

New York, NY, USA

USD 100k-130k / year

Department: Marketing and Donor Engagement

Reports To: Vice President, Marketing and Donor Engagement

Direct Reports: None Location:

Hybrid In-office in NYC Monday-Thursday, Option to Work Remotely Fridays

Employment Type: Full-Time Classification: Exempt S

Salary Range: \$100,000 - \$130,000

ABOUT THE ROLE

Position Summary

The Development Resources Manager ensures that the American Friends of Bar-Ilan University (AFBIU) fundraising team members across the U.S. have the information, materials, and tools they need to engage and steward donors effectively. The manager serves as the key bridge between AFBIU fundraisers and the Bar-Ilan University (BIU) external relations team in Israel.

The Manager oversees the full lifecycle of development resources —from information-gathering and proposal writing to gift agreement drafting and other documentation, to stewardship reporting—ensuring AFBIU fundraisers can deliver a seamless, high-quality prospect and donor experience, focusing on closing appropriate gifts and ensuring the growth of BIU.

This role is ideal for a detail-oriented professional who thrives in a collaborative environment, loves learning, is an excellent writer and has strong project management skills. They must take pride in ensuring that all information and materials associated with donor cultivation, giving and stewardship process are sourced, drafted and delivered smoothly and efficiently.

Responsibilities

Writing, Research, and Fundraising Support

- Write and edit all donor-facing materials, including background materials, case for giving, project proposals, impact reports, stewardship letters, and funding updates.
- Work with Bar-Ilan University counterparts and AFBIU fundraising team to research and develop program descriptions and funding opportunities. Requires cross-cultural sensitivities and cross-time zone flexibility.

- Translate institutional priorities and academic content into sellable, compelling, donor-ready materials.
- Draft and edit gift agreements, ensuring donor intent, project details, payment terms, recognition, and reporting obligations are clearly documented.
- Maintain and update a library of fundraising materials, project summaries, and donor communication templates.
- Partner with fundraisers and BIU counterparts' post-gift to confirm donor recognition, reporting schedules, and deliverables.
- Time permitting, research and respond to compelling, relevant funding opportunities offered through significant foundations.

Project Management and Data Tracking

- Serve as the daily liaison with Bar-Ilan University's Resource Development team to track requests, gather materials, and respond to fundraisers' needs.
- Manage the internal request workflow to ensure timely delivery of information and materials to the fundraising team.
- Maintain accurate donor and pledge data in Raiser's Edge, including gift details, documentation, and reporting schedules.
- Generate and circulate weekly materials, proposals, agreements, and reporting updates to fundraisers.
- Coordinate with the AFBIU finance team to ensure pledges and payments are accurately recorded and disbursed according to donor intent.
- Oversee systems for tracking donor communications, impact reporting, and stewardship timelines.

Donor Stewardship and Engagement

- Create donor updates, impact reports, and recognition communications.
- Collaborate with BIU to ensure reporting materials meet both institutional and donor expectations.
- Coordinate strategic stewardship initiatives and annual reporting cycles.
- In the future, oversee membership of Americans in BIU giving-level societies including the addition of new members, as well as communications and delivery of benefits to society members.

Core Competencies

- Strategic Communication: Demonstrates exceptional writing and editing ability with sensitivity to donor motivations and organizational priorities.
- Project Ownership: Proactively manages multiple concurrent projects with accountability and follow-through.
- Collaboration: Builds strong working relationships with colleagues across AFBIU and BIU, maintaining clear communication and trust.
- Attention to Detail: Maintains accuracy and consistency in all written materials, data records, and donor correspondence.
- Adaptability: Comfortable working across time zones and adjusting to evolving priorities in a small, fast-paced team.

Expertise and Experience

- Bachelor's degree required; background in communications, nonprofit management, or related field preferred.
- Minimum five years of experience in development operations, donor relations, or nonprofit communications.
- Proven track record of writing compelling proposals and stewardship materials for donors.
- Hands-on experience with Raiser's Edge (or comparable CRM) and proficiency in managing data, running reports, and tracking donor activity.
- Strong organizational and time-management skills; ability to manage complex workflows independently.

HOW TO APPLY

To apply, send your resume and a cover letter explaining why you're excited about and qualified for this opportunity to jobs@afbiu.org. Please reference the job title in the email subject.

We appreciate all applicants; however, because of the high volume of interest in our open positions, only those selected to move forward in the process will be contacted.

American Friends of Bar-Ilan University is an equal opportunity employer.

ABOUT OUR WORKPLACE

Employee Benefits

American Friends of Bar-Ilan University is committed to supporting our employees' well-being, work-life balance, and professional growth. Our comprehensive benefits package includes:

- **Comprehensive health coverage** — medical, dental, and vision plans
- **Generous paid time off**, including Jewish and U.S. holidays, plus early closings on Fridays for Shabbat and on many holiday eves
- **403(b) retirement plan** with employer contribution
- **Pre-tax benefits**, including flexible spending accounts (FSA) and TransitChek
- **Disability and life insurance** coverage
- **Support for professional development and continuing education**

Location and Work Arrangements

AFBIU values in-person collaboration and teamwork, so our NYC-based team members work from our NYC office Monday to Thursday and remotely on Fridays. Please note that, due to the need for close collaboration with colleagues at Bar-Ilan University in Israel, candidates must be able and willing to occasionally take calls or video meetings outside standard U.S. business hours to accommodate the time zone difference.

Additional Information

- **Travel:** Occasional domestic and international travel.
- **Work Authorization:** Applicants must be authorized to work in the United States at the time of application. AFBIU does not provide visa sponsorship for this position.
- **Equal Opportunity Employer:** American Friends of Bar-Ilan University (AFBIU) is an equal opportunity employer and is committed to building a diverse and inclusive team. We do not discriminate on the basis of race, color, religion, gender, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, marital status, or veteran status. We welcome applicants of all backgrounds who are committed to AFBIU's mission and values.

ABOUT AFBIU

American Friends of Bar-Ilan University (AFBIU) supports Bar-Ilan University in Israel by engaging U.S. partners and donors to advance education, research, and innovation that strengthen Israel and benefit the world.

Bar-Ilan University, located near Tel Aviv, is one of Israel's leading institutions of higher learning—renowned for its cutting-edge research, commitment to social responsibility, and integration of Jewish values with academic excellence. Through our work, AFBIU helps ensure that Bar-Ilan continues to educate future leaders and drive positive change in Israel and beyond. Our organizational budget is approximately \$8M and our staff size is approximately 20.