



Manager, Development Communications

Title	Manager, Development Communications
Department	Marketing and Donor Engagement
Reports To	VP, 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
Salary Range	\$100,000-\$120,000
Posting Date	April 2026

ABOUT THE ROLE

Position Summary

The Development Resources Manager ensures that the American Friends of Bar-Ilan University (AFBIU) development team members have the information, materials, and tools they need to engage and steward donors effectively. The manager serves as a bridge between AFBIU and the Bar-Ilan University (BIU) external relations team in Israel relative to proposals, impact reporting and relevant marketing materials.

This role is ideal for a detail-oriented professional who thrives in a collaborative environment, loves learning, is an excellent writer and storyteller 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.
- Maintain and update a library of fundraising materials, project summaries, and donor communication templates.
- Research and respond to compelling, relevant funding opportunities offered through significant foundations.

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.
- Provide writing support for strategic stewardship initiatives and annual reporting cycles.

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.

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.
- Familiarity with Raiser's Edge (or comparable CRM)
- Strong organizational and time-management skills; ability to manage complex workflows independently.

HOW TO APPLY

To apply, [complete this online form](#) including uploading your resume and a cover letter explaining why you're excited about and qualified for this opportunity. No phone calls or direct emails, please.

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.

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.