Development Associate
Alexandria, VA

Strengthening Egyptian-American relations through scholarly research, preservation, and conservation

Announcement Number: ARCE/20-04
Issue Date: August 19, 2020
Closing Date: September 9, 2020
The Mission and Organization

The American Research Center in Egypt (ARCE) is a private nonprofit organization whose mission is “to support research on all aspects of Egyptian history and culture, foster a broader knowledge about Egypt among the general public, and strengthen American-Egyptian cultural ties.”

ARCE was founded in 1948 by a consortium of American academic and cultural institutions and scholars to promote greater knowledge of Egypt and the Middle East and to facilitate the work of American scholars conducting research in Egypt. Today ARCE continues the work for which it was founded and further plays an active role collaborating with Egypt’s Ministry of Antiquities. It sponsors training courses and activities in Egypt and conducts conservation projects that span the temporal and cultural range of the country’s vast heritage (from prehistory to modern times, from archaeological sites and monuments to museum objects to texts). ARCE also undertakes significant outreach activities within the United States focused on raising awareness of and interest in Egypt among the general public.

A Leader in Egyptian Academic Research

ARCE is a membership organization composed of both institutional members (Research Supporting Members or RSMs) and individual members. The RSMs comprise virtually all of the major North American academic and cultural institutions with research interests in Egypt and include some of the most prestigious private and public academic and cultural institutions.

ARCE has developed from a small academic and scholarly organization into a complex and culturally significant institution with permanent facilities in both Cairo and the U.S. The Cairo office includes a specialist library on Egypt utilized by scholars and students as well as ARCE members. Programs developed with resources from the United States Agency for International Development have resulted in over 75 completed projects of monument conservation. Specialized training of well over 750 Egyptian archaeologists and conservators will contribute toward the future preservation of Egypt’s cultural heritage.
ARCE’s Activities and Programs

ARCE’s activities and programs take place in both the United States and Egypt. U.S. activities focus on an annual scholarly meeting, informational and promotional tours, chapter events, and related activities. Egypt is the primary focus of ARCE’s core work, which centers around three crucial, inter-related axes: Preserving World Heritage; Educating the Next Generation of Scholars; and Excavating and Conserving Ancient Sites and Monuments.

Preserving World Heritage

ARCE’s broad work in Egypt includes conservation of culturally significant sites, monuments, architecture, artworks, religious inscriptions, texts, and artifacts representing thousands of years of Egypt’s cultural achievement. Through its Antiquities Endowment Fund, for example, ARCE has supported the preservation of early mud brick monumental architecture at Abydos, the palace at Malqata (western Thebes) built by Amenhotep III of Dynasty 18, the unique Coptic frescoes and monuments of the Red Monastery, and the Hisn al-Bab. Likewise, it has supported the conservation and documentation of Egyptian coffins and a Theban tomb field school for the tomb’s epigraphic, photographic, and artifact recording.

Educating the Next Generation of Scholars

ARCE’s fellowships allow U.S. scholars to do important research in Egypt. Over the course of five decades, fellowships have benefited over 650 scholars whose research interests spanned the entirety of Egypt’s history and culture. ARCE’s Field School training projects create a new generation of Egyptian archaeologists and conservators, as well. In June 2013, ARCE ran its first field school organized and run completely by Egyptians and taught in Arabic. Those leading the training were themselves former graduates of ARCE field schools.

Excavating and Conserving Ancient Sites and Monuments

ARCE facilitates the fieldwork activities of its Research Supporting Members and interfaces with the Ministry of Antiquities on their behalf. ARCE’s RSMs undertake a wide variety of archaeological activities, including survey, excavation, conservation, and site management. Current RSMs operate archaeological projects all over Egypt, focused mainly but not exclusively on prehistoric, pharaonic, and Graeco-Roman sites. ARCE-affiliated projects include archaeological work at the Giza Pyramids, South Abydos, Luxor, Tell Gabbara in the Delta, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.
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How to Apply: To ensure consideration for this employment opportunity, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE/20-04, Development Associate, to be sent to Recruitment@ARCE.org. The application package should include an up-to-date CV, letter of interest, and photocopies of educational certifications (e.g. university transcripts, diplomas, certificates, etc.). Candidates must also include at least one copy of a previous publication in the application package. Employment Reference letters are optional.

Closing date for application to be considered is September 9, 2020

All first-round interviews for this position will take place via video conference. Only short-listed applicants will be contacted.

Questions regarding the vacancy may be emailed to recruitment@arce.org

The American Research Center in Egypt is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.
ARCE seeks a Development Associate with experience in Fundraising and Foundation/Grant Management. Attention to details and organization skills are required for managing all aspects of this position.

The Responsibilities

**Fundraising and Development**

- Contribute to all aspects of ARCE’s growing development strategy.
- Provide general support for the Fundraising team in our efforts to grow and improve the ARCE’s fundraising program.
- Focus on essential research, tracking, proposal preparation, scheduling, and events.
- Responsible for the day-to-day tracking of development operations and communication flow.
- Seek to simplify any work process to improve efficiency and cost control.
- Maintain proper internal controls so that expenditures are managed correctly.
- Advises US Director of shortfalls/errors.

**Foundation/Grant Management**

- Identify new US based grant opportunities and communicate opportunities with Egypt staff.
- Provide support in writing and/or assimilating data for the Egypt based grants writing team.
- Maintain ARCE’s grants pipeline including tracking upcoming grants in our calendar.

**Development Operation**

- Ensure all relevant donor participant data is entered into the database.
- Assist with maintaining and strengthening the capabilities of database.
- Monitor database to flag new donations and members and initiate acknowledgement process.
- Conduct research analyze data and compile reports on current or prospective donors.
- Personalize written, electronic and in-person communications to Board, President’s Advisory Council members and major donors to communicate the value of ARCE.
- Prepare toolkits (draft emails, letters) for volunteer leadership to assist with solicitations.
- Ensure all events and programs (virtual or in person) invitations are prepared and delivered according to deadline, and institute and oversee follow up procedures.
- Preparation of acknowledgement letters and other specialized donor mailings and cultivation.
- Get to know the donors as well as people who work as project partners and promote mutually beneficial understanding.
- Utilize opportunities to engage project partners by participating in ARCE sponsored events, including DC Chapter events.
The Candidate

The Development Associate is expected to possess certain skills and abilities, and to have certain knowledge relating to the tasks to be performed in the organization. These requirements are highlighted below.

Background

- Solid knowledge and experience in fundraising for non-profits with emphasis on fundraising.
- Bachelor's degree minimum; equivalent experience/education accepted.
- 3+ years of experience working within a fundraising operation, higher education or arts and cultural organization preferred.

Personal Characteristics and Work Style

- Teamwork and Teambuilding skills are essential for ensuring smooth and effective Membership Operations, Fundraising Support and Liaison duties.
- Respect for the diversity of all people encountered in daily work.

Skills and Accomplishments

- Master organizer, detail and process oriented. Strong computer and data management skills required, including database management.
- Experience working with direct mail, marketing, and donor data vendors and contractors.
- Skilled at managing multiple priorities and meeting tight deadlines.
- Self-directedness and ability to work with our colleagues overseas seamlessly. Experience in developing, overseeing, and successfully managing project teams.