



US Director Washington, DC

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



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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 Center includes a specialist library on Egypt and the Near East utilized by scholars and students as well as ARCE members. Conservation Projects developed with resources from the United States Agency for International Development and the US Department of State 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 Arthribis. 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, Kom el-Hisn in the Delta, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.



A Turning Point

ARCE is at a key transitional moment in its history. ARCE is operating under a new strategic plan and is led by the Egypt-based Executive Director, Dr. Louise Bertini. The organization's main headquarters are in Cairo, Egypt, and it is supported by the US office in Alexandria, Virginia, which focuses on development, membership, and outreach. ARCE is poised to carry out major new approaches to the challenges of building a multi-faceted network of academic, art historical, foundation, and corporate partnerships in two preeminent global cultures and civilizations. ARCE's US Director will help strengthen the organization by providing exceptional leadership for the US office, along with developing a comprehensive and results-oriented fundraising, development, and membership plan.



Executive Director Dr. Louise Bertini

Dr. Louise Bertini has specialized in Egyptian studies since 2004, when she spent a semester abroad at the American University in Cairo. She has since completed her Ph.D. in Egyptology at Durham University. She has resided in Cairo continuously for almost two decades. Louise's research and publications have focused on Egyptian paleo-economy and the introduction of domestic animals and their impact on Ancient Egyptian society. She has participated in numerous archeological digs across Egypt and maintained close working relationships with local

Egyptian officials during the turbulence of the 2011 Egyptian Revolution. She has also been involved in ARCE as a member since 2003 and as a fellow in 2009. Besides her academic and archeological expertise, she has extensive experience in organizational management, fiscal oversight, and partnership-building with various Egyptian entities and international bodies.



The Responsibilities

ARCE is seeking a US Director to spearhead its efforts in the United States, to lead the DC-based office, and to provide expert knowledge in both management and fundraising. This position will report directly to the Executive Director based in Egypt and will ensure the effective management and leadership of the US Office by carrying out the US side of ARCE's programming and initiatives. The Director will lead and mentor all US-based staff, defining objectives and developing a results-oriented fundraising, membership, and development strategy to reach specific objectives and targets. The position is also responsible for creating internal processes and procedures to foster a safe, inclusive, and diverse work environment in the US Office.

Fundraising and Development

- ❖ Define, develop, and communicate a comprehensive and results-oriented fundraising, development, and membership plan, in conjunction with the Executive Director, to reach specific objectives and targets.
- ❖ Oversee year-end and major gift campaigns.
- ❖ Carry a personal portfolio of donors, maintaining relationships with current and prospective donors through proactive outreach.
- ❖ Foster collaboration between development and outreach departments to share information and jointly create innovative projects.
- ❖ Coordinate with development staff in solicitation of donations and grants, to include participation in meetings with current and potential donors.
- ❖ Identify metrics and indicators to evaluate the success of the membership drive and year-end campaign.
- ❖ Serve as liaison to the Board's Development and Chapter committees while creating a US programs committee.
- ❖ Prepare detailed reports on fundraising activities for the Executive Director,

Development Committee, and Board of Governors.

US Office Supervision

- ❖ Manage day to day activities to ensure the US Office is effectively run.
- ❖ Lead and mentor all US development, communications and outreach staff, promoting a sense of teamwork.
- ❖ Create internal processes and procedures to foster a safe, diverse, and inclusive environment.
- ❖ Work closely with the CFO on all budgeting and financial planning.
- ❖ Increase visibility of ARCE and the relevance of activities across a range of constituencies including government agencies, non-governmental agencies, business and civic communities, and the general public.

Annual Meeting Coordination

- ❖ Oversee planning for the ARCE Annual Meeting, coordinating staffing and allocating resources where necessary.
- ❖ Work with the Annual Meeting Coordinator to ensure a successful execution of the Annual Meeting and related activities.

The Candidate

The ideal US Director will be an ambassador of ARCE's values in the United States. The Director will be a hands-on leader who has a strong background in development and fundraising with demonstrated leadership qualities who is capable of directing an international, culturally diverse staff to achieve a high standard of operations. This strong management capacity must include setting goals, encouraging performance, achieving objectives, and conducting oversight to detect successes and needs for intervention. In addition, the position calls for demonstrated development and fundraising experience across public and private sector constituencies. An understanding of cultural heritage, specifically of the Middle East is highly desired.

Background

- ❖ At least 10 years of development experience, with five years of comprehensive non-profit management.
- ❖ Experience working in a museum, higher education, or other academia is required.
- ❖ Bachelor's Degree is required, Master's Degree or MBA is preferred.
- ❖ Familiarity in working with academic experts in their field; ability to translate complex research into language comprehensible to funders.
- ❖ Prior experience overseeing multiple departments, including development, communications, operations, and programs is preferred.

Skills and Accomplishments

- ❖ Experience in developing, overseeing, and successfully completing fundraising campaigns.
- ❖ Ability to identify new relationships among potential stakeholders and experience cultivating new and existing partnerships.
- ❖ Demonstrated ability as a relationship builder; experience building membership and a donor base for an organization.
- ❖ Experience in building, mentoring, and supervising a collaborative and mutually respectful team to achieve a high level of performance and exceed strategic goals.
- ❖ Ability to effectively manage time across competing deadlines and priorities.
- ❖ Experience working with a dedicated Board of Directors.

Personal Characteristics and Work Style

- ❖ Respect for the diversity of all people encountered in daily work.
- ❖ Clear vision of how development objectives can be expanded for ARCE and a willingness to work with the development team to set goals, distribute the responsibility, and oversee all activity, research, and financial targets that are set and pursued weekly, monthly, etc.
- ❖ Ability to work both independently and collaboratively within a team environment, with experience in handling confidential information and sensitive material with discretion.
- ❖ Commitment to good governance, transparency, fiscal integrity, and operational excellence.
- ❖ Alignment with the mission of ARCE, with an understanding of Egypt and the Middle East is highly desirable. Cultural heritage familiarity, interest, and experience is strongly preferred.



US Director
Washington, DC

Questions, résumés, and CVs should be sent to
arcedirector@driconsulting.com

All first-round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

DR*i* is an executive search and strategic consulting firm that places non-profit leaders and works with them to develop bold strategic plans, design powerful fundraising programs, and build talented staffs.

The American Research Center in Egypt is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.



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