



**US Director**  
Washington, DC



Conservation trainee cleaning blackened wall at Khonsu Temple

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

## 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.

### ARCE’s Membership

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 for 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, and the unique Coptic frescoes and monuments of the Red Monastery. 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.



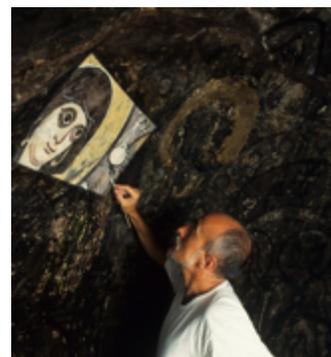
### Educating the Next Generation of Scholars

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, Abydos, Luxor, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.



## The Culture

ARCE is at a key transitional moment in its history. Operating under a new strategic plan, led by the Egypt-based Executive Director, the organization's main headquarters are in Cairo, Egypt. Its US office is located in Alexandria, Virginia and 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.

## Professional and Popular Interest

ARCE counts high-profile research and cultural institutions among its members, including the Getty Conservation Institute, the American University in Cairo, Princeton University, the Johns Hopkins University, Harvard University, the University of Michigan, and many more. There is also great popular interest in its mission. ARCE was the subject of a *Visionaries* documentary broadcast on PBS in 2015; the crew is pictured here filming on site.



Former Congressman and ARCE President's Advisor Council member, Ed Royce along with Deputy Chief of Mission at US Embassy in Cairo, Dorothy Shea touring Khonsu Temple

## The Responsibilities

ARCE is seeking a US Director with a strong background in both management and development/fundraising. The US Director will ensure the effective management and leadership of the US Office by carrying out the US side of the ARCE Executive Director's programs and initiatives. The Director will lead and mentor all US development and outreach staff promoting a sense of teamwork and to assure collaboration and information sharing by 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.

### US Office Supervision

- ❖ Ensure the US Office is effectively run.
- ❖ Lead and mentor all US development and outreach staff, promoting a sense of teamwork.
- ❖ Create internal processes and procedures to foster a safe, diverse, and inclusive environment.
- ❖ 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.

### Fundraising and Development

- ❖ Define, develop, and communicate a comprehensive and results-oriented fundraising, development, and membership plan in conjunction with Executive Director to reach specific objectives and targets.
- ❖ Oversee year end and major gifts campaign.
- ❖ Carry a personal portfolio of client targets.
- ❖ Foster collaboration between development and outreach departments to share information and collaborate on projects.
- ❖ Coordinate with development staff in soliciting donations and grants which include participation in meetings with current and potential donors.
- ❖ Identify metrics and indicators to evaluate the success of membership drive and year end campaign.
- ❖ Prepare detailed reports on fundraising activities for the Executive Director, Development Committee, and the Board of Governors.

### Annual Meeting Coordination

- ❖ Oversee planning for the ARCE Annual Meeting and coordinate staffing and other resources necessary for the successful execution of the Annual Meeting and related activities.
- ❖ Works with Annual Meeting Coordinator.

## The Candidate

The ideal US 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.

### Background

- ❖ 10 to 15 years of development experience, managerial experience is expected.
- ❖ MA or MBA is preferred.

### Skills and Accomplishments

- ❖ Previous experience in overseeing and completing previous fundraising campaigns.
- ❖ Identifying and building personal relationships.
- ❖ Demonstrated ability to expand contacts for building membership and development contacts.
- ❖ Ability to effectively manage time across competing deadlines and priorities.
- ❖ Understanding of Egypt and the Middle East is highly desirable.

### Personal Characteristics and Work Style

- ❖ Respect for the diversity of all people encountered in daily work.
- ❖ Clear vision on 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 that all activity, research, financial targets 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.



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Questions, CV, and cover letter should be sent to  
[Recruitment@arce.org](mailto:Recruitment@arce.org)

All first-round interviews for this position will take place via video conference.

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