



Announcement Number: ARCE/19-013

Issue Date: 05/28/2019

Closing Date: 06/14/2019

Subject: Employment Opportunity

**ASSOCIATE DIRECTOR FOR U.S. OPERATIONS – Alexandria,
Virginia**

The American Research Center in Egypt (ARCE) is seeking applications from qualified individuals to provide professional services as further described in this Announcement.

Applications from interested candidates must be submitted by the closing date indicated above and must be submitted **ONLY** in email format to the specific email address, Recruitment@ARCE.org. Paper copies of resumes or CVs will **NOT** be accepted. Incomplete applications will not be considered.

This solicitation in no way obligates ARCE to consider or select an applicant, nor does this commit ARCE to pay any costs incurred by individuals for the preparation or submission of applications.

Questions regarding this Announcement must be directed by email to the Point of Contact specified in Paragraph J. Please do not call the ARCE office about the status of a candidacy or selection.

A. General Information

- 1. Solicitation Number:** ARCE/19-013
- 2. Open to:** Qualified candidates who are legally able to live and work in the U.S.
- 3. Issue Date:** 05/28/2019
- 4. Closing Date:** 06/14/2019
- 5. Job Title:** **ASSOCIATE DIRECTOR FOR U.S. OPERATIONS**
- 6. Schedule:** This is a full-time position.
- 7. Place of Performance:** Alexandria, Virginia
- 8. Salary:** Shall be determined at the time of selection and will be commensurate with the selectee's experience and prior salary history.

B. Basic Duties and Responsibilities:

The primary purpose of the position is to oversee all ARCE operational activities and programs in the USA. Actively contributes to the ARCE Development Strategy and works with a team to expand fundraising, grants and membership capacity. Participates in public outreach efforts and networking with donors, sponsors, foundations and academic institutions. Represents the ARCE Executive Director at key meetings in the U.S. and serves as the organization's spokesperson with US media and is a primary point

of contact with diplomatic officials in the U.S. Advises on a wide range of interdisciplinary subject areas such as archaeology, Egyptology, Islamic and Middle Eastern studies and cultural preservation. Reviews and approves ARCE messaging, social media content and print publications for US distribution. Proposes articles and editorials for ARCE publications and journals (e.g. Nile Magazine, Scribe, and JARCE, the Journal of the American Research Center in Egypt). Also provides administrative direction to the staff in the U.S. Office and contributes input to the U.S. Office budget each fiscal year. Regularly reviews grant related publications for ARCE participation in grant proposals or responses to Request for Proposals (RFPs).

C. Reporting Relationship: This position reports to the ARCE Executive Director.

D. Supervision Exercised: Directly supervises a U.S. Programs Advisor and office support staff. Also provides policy guidance and program support to a Development Team and Communications Team.

E. Physical Demands: No particular physical demands. Some travel within the U.S. or to the Middle East may be required.

F. Eligibility for Consideration: Candidates must be either U.S. Citizens or Legal Permanent Residents of the United States.

G. Minimum Qualifications REQUIRED for consideration:

- 1. Education:** Candidates must have a Doctorate Degree (Ph.D.) in any of the following academic areas; Egyptology, Archaeology, Middle Eastern Studies, Islamic Studies, Cultural Preservation or a closely related field.
- 2. Prior Work Experience:** Candidates must have at least 5 years of prior work experience managing archaeology or cultural preservation projects in a field setting, or the equivalent number of years managing academic programs, museums management, exhibits management related to archaeology, cultural heritage or Middle Eastern Studies. A combination of field work and museums/exhibits experience is also acceptable.
- 3. Skills and Abilities:** Sound management techniques and the ability to direct a wide range of program activities and resources is critically important for this position. Leadership skills (e.g. teambuilding, planning, strategy development, supervision) are also essential. Candidates should also have prior experience using standard Microsoft Office products (Word, PowerPoint, Publisher, etc.).
- 4. Language Skills:** Fluency in English (written and spoken) is essential for the successful performance of managerial and liaison job duties. Proficiency in Arabic is desirable in order to facilitate communication with key contacts in Egypt.

H. Evaluation of Applicants and Selection Criteria

Applications will be screened initially for determination of eligibility and minimum qualifications. Candidates who do not meet the basic eligibility for consideration described in Item F (above) will not receive further consideration. Next, candidates who meet or exceed the minimum Qualification Requirements listed in Item G1 through G4 will receive consideration and will be rank-ordered in accordance with the listed

qualifications. Applicants are encouraged to address each of the listed requirements in their application. Omission of a description of an individual's qualification on the application may result in a low ranking. Only the Top-Ranked candidates will be contacted for an interview. ARCE will screen candidates for nepotism and conflict of interest concerns.

- I. **How to Apply:** To ensure consideration for this announcement, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE19-013 – Associate Director for U.S. Operations, to be sent to Recruitment@ARCE.org. The email should include as attachments, a completed resume or curriculum vitae. Candidates should include starting and ending employment dates in the description of prior work experience and the complete name and contact information of the current and prior employers. The application package may also include photocopies of educational certifications (e.g. University transcripts, diplomas, certificates, etc.). Employment Reference letters are optional.
- J. **Questions regarding this Announcement:** Questions may be emailed to Recruitment@arce.org, referencing the Announcement Number in the Subject Line. Questions regarding the status of a candidacy cannot be answered.

The American Research Center in Egypt is an Equal Opportunity Employer and supports a multi-cultural work environment that includes diversity of gender, nationality, race, culture, religion, ethnicity and educational background. Candidates from minority or indigenous groups and persons with disabilities are encouraged to apply.

The American Research Center in Egypt is committed to prevent workplace harassment, workplace violence and discriminatory employment practices.