



## Director of Development United States



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



Search conducted by  
Development Resources, inc.  
[www.driconsulting.com](http://www.driconsulting.com)

# The Organization

The American Research Center in Egypt is a private, nonprofit organization that strives to deepen professional relationships between North American scholars and their Egyptian colleagues by supporting research, conservation, and training initiatives that encompass all aspects of Egyptian history and culture. Formed in 1948 by a consortium of American educational and cultural institutions to assist American scholars conducting research in Egypt, ARCE has also actively helped to conserve Egyptian monuments and train Egyptian personnel since 1993. With the support of the U.S. Agency for International Development (USAID), and in close collaboration with Egypt’s Ministry of Antiquities (MOA), over 75 projects of monument conservation and specialized training have been completed and over 750 Egyptian archaeologists and architectural conservators have been trained in preserving their own cultural heritage.

## Discovery

ARCE assists its Research Supporting Members, such as New York University and the University of Michigan, as they send expeditions to key historic sites in Egypt. Recent expeditions have included uncovering the remains of the temple of Tausert, the 19<sup>th</sup> Dynasty queen who ruled as a king ca. 1200 BCE, and the study of the poorly understood cultic buildings created by Egypt’s first kings in present-day Abydos.



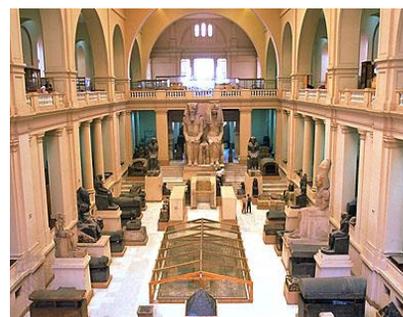
## Creating the Next Generation of Scholars

ARCE’s fellowships allow U.S. scholars to do important research in Egypt. ARCE’s Field School training projects create a new generation of Egyptian archaeologists and conservators. In June 2013, ARCE training programs graduated 105 Egyptian students. This was ARCE’s 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.



## Preserving a Birthplace of Human Civilization

ARCE’s broad work in Egypt includes conservation of culturally significant architecture, artworks, religious inscriptions, and artifacts representing thousands of years of Egypt’s cultural achievement. During Egypt’s recent civil unrest, ARCE provided much-needed conservation equipment after the Institute d’Egypte was burned. ARCE also oversaw repairs to the façade of the Museum of Islamic Art when it was devastated by a bomb.



Search conducted by  
 Development Resources, inc.  
[www.driconsulting.com](http://www.driconsulting.com)

# The Development Program

The Director of Development will join ARCE at an exciting time as it prepares to celebrate its 70<sup>th</sup> anniversary in 2018. Working at the center of a network that crosses the academic, art, historical, foundation, and corporate sectors, the Director will collaborate closely with ARCE’s leadership to leverage this milestone as a significant fundraising opportunity. S/he will be part of a strong team—including the Executive Director, Marketing & Communications Director, and Membership Coordinator—that will marshal ARCE’s connections, expand its visibility and fundraising, and create compelling new materials and opportunities for engagement. This work, undertaken as ARCE implements its three-year Strategic Plan, will ensure that ARCE’s profile in the U.S. matches the caliber of its work abroad. The Director of Development will have access to a variety of resources.

## Prestigious and popular interest

ARCE counts high-profile research and cultural institutions among its members, including the British Museum, the Getty Conservation Institute, the American University in Cairo, Princeton University, the University of Notre Dame, the University of Arizona, and many more. There is also great popular interest in its mission. ARCE is the subject of a *Visionaries* documentary broadcasted on PBS in 2015.



## Opportunities to innovate and grow

ARCE is in the process of improving and expanding its digital platforms and developing exciting and innovative ways to share our story and involve more people in supporting our mission. It is looking for a Development Director to help innovate and deepen engagement with members, scholars, youth, and the public in North America and Egypt. The Development Director will report to Executive Director Jane Zimmerman and work closely with the Marketing & Communications team, ARCE Chapters and RSMs, and colleagues in Egypt. ARCE currently maintains a fundraising database (Raiser’s Edge) that the Development Director will utilize to expand the program.

## Amazing cultural access

Anyone with a passion for history and art will find in this position a rare opportunity to engage with awe-inspiring sites and objects. The Director of Development will have the opportunity to travel to culturally significant sites in Egypt, from Luxor to Dakhla, and to visit some of the world’s premier collections of Egyptian art.





Search conducted by  
Development Resources, Inc.  
[www.driconsulting.com](http://www.driconsulting.com)

# The Opportunity

The Director of Development will implement a Development strategy, integrating ARCE Chapters and Marketing & Communications. S/he will increase ARCE’s visibility, engagement, and revenue. A member of the senior management team reporting to the Executive Director, the Director of Development will supervise the Membership Coordinator and collaborate with the Marketing & Communications Director to create marketing materials to support fundraising goals. S/he will take responsibility for all stages of the gift cycle, from identification and qualification to cultivation, solicitation, and stewardship. The Director will collaborate with the Board President, Development Committee Chair, Chapter Committee Chair, and Executive Director to ensure a coherent approach to engaging members and supporters.

## The Director’s responsibilities will include:

- ❖ Thoroughly understand and advocate ARCE’s mission, values, culture, history, policies, key stakeholders, programs, and finances.
- ❖ Implement and fine-tune a Development strategy with the goal of expanding ARCE’s annual revenue and endowment.
- ❖ Expand a comprehensive development program that includes annual giving, major individual and corporate gifts, foundation and government grants, and special events.
- ❖ Adopt creative research and identification tactics that increase the variety and number of individual, corporate, and private foundation donors.
- ❖ Direct and oversee the preparation of case statements, brochures, direct mail letters, and sponsorship proposals to support fundraising efforts.
- ❖ Take a lead role in directly cultivating and soliciting major donors and volunteers, engaging ARCE leaders in the process as appropriate.
- ❖ Track prospect and donor contact, status, and follow-up to ensure a consistent and effective moves management and stewardship process.
- ❖ Supervise the Membership Coordinator (who manages the annual membership of approximately 1,100 members and 13 U.S. chapters) to plan and execute donor recognition events.
- ❖ Coordinate with ARCE staff to prepare and oversee Federal and private foundation grant applications and to satisfy reporting requirements.
- ❖ Serve as a spokesperson in the U.S., advocate for ARCE’s mission and programs, and deepen relationships with individual and institutional donors, volunteers, and civic leaders.
- ❖ Generate detailed reports on fundraising progress for ARCE’s leaders and Annual Meeting.
- ❖ Recommend systems, procedures, and staffing to support development goals.
- ❖ Travel extensively in the U.S., and occasionally to Egypt, for fundraising purposes.



Search conducted by  
*Development Resources, inc.*  
[www.driconsulting.com](http://www.driconsulting.com)



# The Candidate

The ideal Director of Development will be passionate about ARCE’s cultural mission and will be able to convey it with conviction to sophisticated donors, volunteers, and members. S/he will offer comprehensive fundraising experience and a record of building development programs from the ground up. In addition to having excellent relationship-building skills, s/he will also be comfortable serving as a primary public representative of the organization in the U.S. The ideal candidate will have the initiative required to work remotely and the collaborative skills required to serve on a senior management team.

## Experience and Skills:

- ❖ At least 7 years of experience managing a complex fundraising program in an organization with a reputation for quality and excellence.
- ❖ A track record of expanding fundraising, with a demonstrated ability to balance both long-term strategies and day-to-day functions.
- ❖ Broad fundraising knowledge encompassing annual giving, major gifts, capital campaigns, grant writing, corporate and foundation giving, direct mail, and special events.
- ❖ Track record of personally identifying, cultivating, and soliciting individual, corporate, and foundation donors.
- ❖ Demonstrated ability to gain the respect and support of multiple constituencies, including Board and staff members, donors, volunteers, and civic leaders.
- ❖ Experience working with humanities-based researchers, curators, and/or university administrators is desirable.
- ❖ Experience effectively managing both people and budgets.
- ❖ Digital literacy, especially knowledge of fundraising innovation and software, ideally including Raiser’s Edge.
- ❖ A Bachelor’s degree is required; a Master’s degree is preferred.

## Personal Characteristics:

- ❖ Enthusiastic about and committed to ARCE’s mission and programs.
- ❖ Highly entrepreneurial, resourceful, and flexible; able to utilize assets for maximal impact.
- ❖ Strategic when planning, prioritizing, organizing, and following through on activities.
- ❖ Visionary, energetic, and persistent; able to catalyze excitement and support.
- ❖ Self-motivated, disciplined, and committed to hands-on involvement in all development activities.
- ❖ Diplomatic and respectful with others as both a manager and team member.
- ❖ Emotionally mature with a sense of humor to maintain balance.

Search conducted by  
 Development Resources, inc.  
[www.driconsulting.com](http://www.driconsulting.com)



# To Apply



## Director of Development United States

Questions, résumés, and CVs should be sent to  
[search@driconsulting.com](mailto:search@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.

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



Search conducted by  
Development Resources, *inc.*  
[www.driconsulting.com](http://www.driconsulting.com)