



COMMUNICATIONS & PR MANAGER

at the American Research Center in
Egypt (ARCE)



ARCE Job Announcement

COMMUNICATIONS & PR MANAGER



American Research Center in Egypt (ARCE)

Cairo, Egypt (Garden City) · Full-time · Reports to the Executive Director

 Location Cairo, Egypt (Garden City) — Partly Hybrid	 Type Full-time · Reports to Executive Director
 Experience 5+ years in communications & PR	 Languages Fluent English & Arabic required
 Focus Nonprofit fundraising, PR & donor engagement	 Travel Annual U.S. trip + domestic Egypt travel

ABOUT ARCE

For more than 75 years, the American Research Center in Egypt (ARCE) has supported scholarship on Egyptian history and culture, conserved heritage sites across the country, awarded fellowships, and built bridges between the American and Egyptian research communities. Our work spans excavation and conservation in the field, the publication of SCRIBE, fellowships at every career stage, and a member community of Egyptologists, students, scholars, and lifelong learners on both sides of the Atlantic.

We're entering an ambitious chapter: a new ARCE headquarters is rising in Garden City, our Cairo team is growing, and we're investing in donor and membership engagement — so the fellowships, conservation projects, and member benefits that define ARCE are here for the next 75 years. We're hiring a Communications and PR Manager to help tell that story to the world.

ABOUT THE ROLE

The Communications and PR Manager will lead ARCE's communications function from our Cairo office, reporting directly to the Executive Director. This is a senior, highly visible role with three core areas of responsibility.

Communications & Brand Voice

Ensure consistency across arce.org (WordPress), social channels, and email marketing through EveryAction — the platform powering event registrations, membership, and donations.

Press & Media Relations

Own ARCE's press function: write and place press releases for site conservation completions, grant announcements, and project launches; coordinate partner and sponsor signoffs; and pitch stories to U.S. and Egyptian outlets covering archaeology, cultural heritage, philanthropy, and U.S.–Egypt relations.

Donor & Member Engagement

Partner with the Executive Director to plan and execute communications that grow giving and retain members — monthly newsletter, year-end and renewal appeals, case for support, donor proposals, and stewardship reports. You will supervise a Communications and Advancement Associate and a Graphic Designer / Creative Visual Lead and manage the Communications Request Form intake that keeps the wider organization moving.

WHAT WE'RE LOOKING FOR

- **5+ years** in communications and PR, including direct experience supporting nonprofit fundraising, donor engagement, or membership programs
- **Fluent English** (spoken and written) — ability to write idiomatically for an American donor audience and produce AP-style press materials
- **Fluent Arabic** for the Cairo team and Egyptian media relations
- **Proven U.S. media placements** — track record placing stories with national, regional, or trade outlets (NPR, Smithsonian, National Geographic, The Chronicle of Philanthropy, Archaeology, etc.)
- **WordPress** hands-on experience for site maintenance and content publishing
- **EveryAction (Bonterra) or comparable CRM/email platform** (Mailchimp, Constant Contact, Salesforce NPSP, Raiser's Edge) running newsletters, event marketing, and fundraising campaigns
- **People management** — demonstrated ability to get high-quality work from a small creative team and support their growth
- **Flexibility and composure** — comfortable juggling donor work, press, website, and events, and reordering priorities calmly when urgent tasks land
- **Cross-time zone project management across** a 7–8-hour gap with U.S. colleagues, plus discretion with confidential donor information
- **Legal authorization** to live and work in Egypt and be based in our Garden City office

NICE TO HAVE

Prior U.S. residency, education, or professional experience with established U.S. media networks; experience at a nonprofit, museum, university, research center, or cultural institution; familiarity with ancient and modern Egypt, or U.S.–Egypt cultural exchange; experience with print publications like *SCRIBE*.

THE SETUP

Hybrid in Garden City, 3–4 days on-site, with staggered hours overlapping U.S. Eastern time and occasional evening/weekend work around events. Travel to the U.S. at least once per year for the ARCE Annual Meeting (and as needed for donor visits and press opportunities); domestic travel in Egypt to gather stories at conservation sites. Salary is commensurate with experience, with a full benefits package.

HOW TO APPLY

Please send the following to recruitment@arce.org with the subject line "Communications and PR Manager":

- Your résumé
- A brief cover letter describing your interest in ARCE
- One writing sample (press release)
- Two professional references

Applications are reviewed on a rolling basis starting June 22, 2026, until the position is filled.

ARCE is an equal opportunity employer committed to building a team that reflects the communities we serve.

arce.org