



# **MEMBERSHIP, CHAPTER & OUTREACH MANAGER**

at the American Research Center  
in Egypt (ARCE)

ARCE Job Announcement

# MEMBERSHIP, CHAPTER & OUTREACH MANAGER



American Research Center in Egypt (ARCE)

U.S.-based · Full-time, Hybrid · Reports to the Executive Director

 <b>Organization</b> American Research Center in Egypt (ARCE)	 <b>Type</b> Full-time, Exempt · Hybrid
 <b>Location</b> U.S.-based (D.C. area preferred)	 <b>Community</b> 1,600+ members & 14 U.S. Regional Chapters
 <b>Focus</b> Membership growth, Chapter relations & fundraising	 <b>Deadline</b> Rolling review from June 22, 2026

## ABOUT ARCE

For more than 75 years, ARCE has supported scholarship on Egyptian history and culture, awarded fellowships, conserved heritage sites, and built bridges between the American and Egyptian research communities. We are supported by more than 1,600 members and a network of 14 U.S. Regional Chapters that bring ARCE's mission to life through lectures, programs, and community-building across the country. We're entering an ambitious period of growth — a new Cairo Headquarters in Garden City, expanded programmatic capacity, and a renewed focus on donor and membership engagement.

## ABOUT THE ROLE

The Membership, Chapters and Outreach Manager is ARCE's primary driver of new member cultivation and membership growth. You will own the full member lifecycle for more than 1,600 Individual and Research Supporting Members — proactively identifying prospective members, building relationships with scholars, students, and Egypt enthusiasts, and guiding them from first contact through acquisition and into long-term engagement. Alongside membership, you will serve as the key U.S. contact for our 14 Regional Chapters, oversee Annual Meeting administration, and support the Executive Director's donor portfolio and fundraising campaigns.

## KEY RESPONSIBILITIES

### Membership & Outreach

- **Lead new member acquisition** through targeted outreach, event follow-up, referral programs, and chapter partnerships; manage the full member lifecycle including renewal, retention, and lapsed-member reactivation
- Run membership drives and campaigns through EveryAction (Bonterra); coordinate email content, audience lists, follow-up tracking, and produce quarterly membership reports for the Executive Director and Board

### Chapter Relations

- **Primary staff contact for ARCE's 14 Regional Chapters** — coordinating regular communication, recruitment support, Chapter grants, and engagement follow-up
- Administer the Chapter rebate process and annual grants; maintain Chapter-facing SOPs, shared resources, and communication rhythms to support consistency across the network

## Annual Meeting Administration

- **Oversee all Annual Meeting logistics** — registration, invitations, cross-departmental coordination, on-site support, and post-event follow-up (planning cycle: November–April)
- Build invitation lists for auxiliary events, manage attendee records and fee tracking, and support member, donor, and guest experience before, during, and after the meeting

## Advancement & Fundraising

- **Support the Executive Director's donor portfolio** — moves-management tracking, donor follow-up, prospect notes, and stewardship next steps
- Help execute ARCE's fundraising cycle — End-of-Year Campaign, membership drives, lapsed-member conversion, twice-monthly acknowledgment letters, and stewardship communications

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## WHAT WE'RE LOOKING FOR

- **Experience in nonprofit fundraising and membership programs**, with a track record of managing member lifecycles and engagement
- **Hands-on CRM/email platform experience** — EveryAction, Raiser's Edge, Salesforce NPSP, Bloomerang, or similar — for membership, donations, email campaigns, and reporting
- **Excellent written and interpersonal communication** — able to write warm, donor-appropriate correspondence, and clear, board-ready reports
- **Strong organizational skills** and the ability to manage multiple programs and deadlines simultaneously, with discretion in handling confidential member and donor information
- **Willingness to travel domestically** to build relationships with Regional Chapters and support the Annual Meeting

## NICE TO HAVE

Experience at a chapter-based or membership-driven nonprofit (learned society, museum, professional association, or cultural institution); interest in Egypt, Egyptology, or cultural heritage; experience supporting an Executive Director in a donor portfolio or moves-management capacity; D.C.-area residence.

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## THE SETUP

Hybrid, U.S.-based (D.C. area preferred). Periodic domestic travel to Regional Chapters and the Annual Meeting; occasional evenings and weekends around events and campaigns. Salary commensurate with experience. Full benefits package including medical, dental, vision, employer-paid life and disability insurance, retirement contribution, generous PTO, and professional development support.

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## HOW TO APPLY

Please send the following to [recruitment@arce.org](mailto:recruitment@arce.org) with the subject line "Membership, Chapter, and Outreach Manager":

- Your résumé
- A brief cover letter describing your interest in ARCE and your relevant experience
- One writing sample (a donor- or member-facing letter, if available)
- Two professional references

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

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

[arce.org](http://arce.org)