



Director for Egypt Cairo, Egypt



Conservation trainees cleaning blackened walls at Deir el Shelwit Temple

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



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The Mission and Organization

The American Research Center in Egypt (ARCE) is a private non-profit 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, Ministry of Higher Education, and Ministry of Foreign Affairs. 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 80 completed projects of monument conservation. Specialized training of well over 800 Egyptian archaeologists and conservators will contribute toward the future preservation of Egypt’s cultural heritage.



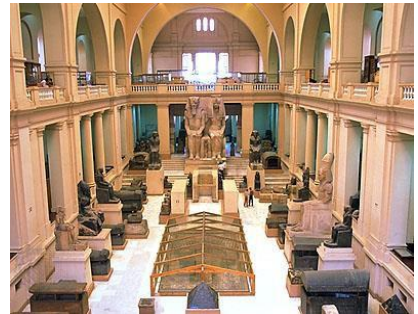
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ARCE's Activities and Programs

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 locus for ARCE's core work. The team in Egypt supports work centered 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, the unique Coptic frescoes and monuments of the Red Monastery, and the Hisn al-Bab. 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.



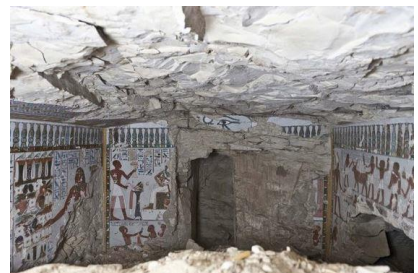
Educating the Next Generation of Scholars

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, South Abydos, Amheida, Luxor, Tell Gabbara in the Delta, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.





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The Culture

ARCE is at a key transitional moment in its 69-year history. Under its new structure, the organization is led by an Executive Director based in ARCE’s new Alexandria, VA offices and a Director for Egypt based in Cairo, in ARCE’s Garden City office next to the U.S. Embassy. This new staff structure will create an effective and efficient approach to the challenges of building a multi-faceted network of academic, art historical, foundation, and corporate partnerships in Egypt and the U.S. and around the globe. This improved approach will advance ARCE’s ability to carry out the goals of its 2017-2020 Strategic Plan, which includes 4 major objectives: (1) to build a relevant and effective organizational structure, (2) to boost ARCE’s programmatic offerings, (3) to raise ARCE’s profile, and (4) to ensure ARCE’s future viability. This Plan presents exciting opportunities at a time when heritage activities in Egypt are a subject of great popular and professional interest but knowledge of Egypt and the Middle East is often vulnerable to misunderstanding.

Jane Zimmernan joined ARCE in 2017 as its first U.S.-based Executive Director. Jane has 29 years of experience leading international operations in both the non-profit and public sector. She served as a senior member of the U.S. Foreign Service from 1998-2013, stationed in Africa, the Middle East, and Europe. Her assignments included a Senior Foreign Service position at USAID, where she oversaw a \$2.2 billion portfolio of foreign assistance to Latin America. Jane was most recently the American Red Cross Association’s Executive Director for International Policy & External Affairs.



ARCE’s new leadership will steer the organization through a moment when civil unrest has posed a great threat to Egypt’s cultural treasures. In December 2011, the Institut d’Egypte was burned down in the midst of protests, firefighters unable to reach the building through chaos on surrounding streets. In January 2014, an explosion aimed at the Cairo Security Directorate in the historic district of Bab el-Khalq damaged world-class collections of art and manuscripts held at the Museum of Islamic Art (pictured left) and the National Library and Archives of Egypt. In both cases, ARCE provided much-needed equipment and expertise to restore irreplaceable pieces of Egypt’s and the world’s cultural heritage.





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The Opportunity

ARCE is seeking a Director for Egypt to lead its in-country presence and provide expert oversight for a network of projects and programs carried out throughout Egypt and funded by USAID and other external grants. Reporting to the Executive Director in the U.S. and to the Board of Governors at Board meetings throughout the year, the Director for Egypt will provide subject matter expertise and exceptional organizational and relationship-building skills in order to ensure the quality and visibility of ARCE's work in Egypt. S/he will take primary responsibility for overseeing a team of Egypt-based Project Directors, serve as ARCE's primary public representative in the country, and work with ARCE's senior staff to help steer ARCE to be the leading global force in facilitating research and collaborative partnerships in Egypt.

Organizational Leadership and Management

- ❖ Work in close partnership with the Executive Director to establish short- and long-term plans for the Cairo office and to align its work with ARCE's 2017-2020 Strategic Plan.
- ❖ Report to the Board at four Board meetings held each year (two face to face in spring and fall and two by video or teleconference in summer and winter).
- ❖ Propose and submit an annual budget for the Cairo and regional offices to the Executive Director and the Business and Finance Director, forecasting business opportunities and risks.
- ❖ Build and lead a team of 7 staff members, fostering high professional and ethical standards, opportunities for professional development, and international coordination.

Project Oversight

- ❖ Provide expertise in Egyptological matters on behalf of the American institutions and individuals working through ARCE.
- ❖ Supervise ARCE projects and carry out both scheduled and unscheduled site visits to assess quality control of the archaeological and conservation efforts.
- ❖ Hire Project Directors in communication with ARCE's Executive Director and request and assign additional personnel to projects to guarantee needed expertise.
- ❖ Welcome RSM and other ARCE-sponsored missions to ensure they are effectively facilitated and welcome Fellows who come to Egypt as part of the ARCE Fellowship Program.

Local Ambassadorship and Relationship Building

- ❖ Serve as ARCE's primary representative to the Ministry of Antiquities, Ministry of Higher Education, Ministry of Foreign Affairs, the Government of Egypt, and to other foreign missions, remaining in close communication with relevant officials.
- ❖ Maintain local connections with the U.S. Embassy and with USAID or other U.S. agencies working in Egypt and host government officials and/or potential donors.
- ❖ Promote exchanges with other foreign missions, actively visiting their projects and accompanying them on visits to ARCE works in progress.
- ❖ Work with the Development Director to expand connections to the Egyptian American business community as well as to Egyptian and U.S. businesses with an interest in cultural heritage.
- ❖ Deliver lectures on ARCE projects to Egyptian communities as requested.



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The Candidate

The ideal Director for Egypt will represent ARCE’s values within Egypt. The Director will have the expertise and cultural sophistication to command the respect of ARCE’s Egypt-based staff and the Egyptian partners with which the organization works. S/he will be committed to high-quality, evidence-based initiatives to study and preserve the country’s cultural heritage and to the rigorous application of these standards in ARCE’s projects. S/he will combine this commitment to quality with a facility in assembling, leading, and inspiring people from diverse backgrounds—including staff, colleagues, and external partners and funders—in the achievement of ARCE’s cultural mission.

Background

- ❖ At least five years of experience in a position of authority within academia or the private/ public sector (including non-profits, government, or business).
- ❖ PhD in Egyptology, Anthropology, or cultural heritage of Egypt up to the Ottoman era.

Experience and Skills

- ❖ Familiarity with the principles of archaeological preservation and conservation and the ability to assess and audit adherence to them in field work.
- ❖ Demonstrated knowledge of and interest in Egypt’s cultural heritage, as evidenced through academic background or time and effort spent within the country, and a passion for the advancement of research on Egyptian culture and history.
- ❖ Experience serving as a representative of an organization, including the delivery of public remarks, formal lectures, and other forms of outreach.
- ❖ Proven record of hiring, mentoring, and supervising a collaborative and mutually respectful team to achieve a high level of performance and exceed strategic goals.
- ❖ Demonstrated ability as a relationship builder; experience building relationships with U.S. granting agencies, such as USAID, is preferred but not required.
- ❖ Prior experience working with a fiduciary Board of Directors is desirable.
- ❖ Arabic language speaking skills are preferred.

Personal Characteristics and Work Style

- ❖ Strong commitment to making a home in Egypt and working with Egyptians on ARCE’s behalf.
- ❖ Comfort working in collaborative partnership on a complex, geographically distributed senior leadership team.
- ❖ Reliably communicative, with a commitment to coordinating regularly with team members and to sharing information openly and honestly.
- ❖ Capacity to prioritize goals, delegate and share duties, and deliver on commitments.
- ❖ Excellent judgment; makes decisions that fairly balance a variety of factors and perspectives.
- ❖ Natural ability to convene, mediate, and negotiate; easily builds trust to advance an agenda.
- ❖ Familiarity and ease with a variety of cultures, ideally gained from living and working internationally across the developed and developing world.



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To Apply



**Director for Egypt
Cairo, Egypt**

Questions, résumés, and CVs should be sent to
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.



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