

**American Research Center in Egypt (ARCE)**  
Business and Finance Manager  
Alexandria, VA

The American Research Center in Egypt (ARCE) has promoted the study of Egypt's cultural history by thousands of Americans over the last 66 years. 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 conservators have been trained in preserving Egyptian culture.

ARCE is at a key transitional moment. Operating under a new strategic plan, led by a new U.S.-based Executive Director and Cairo Office Director, and housed in new Washington, D.C. offices along with those in Egypt, ARCE is poised to carry out major new approaches to the challenges of building a multi-faceted network of partnerships with educational and cultural institutions, foundations, and corporations in two preeminent global cultures and civilizations. ARCE's Business and Finance Manager will help strengthen the organization by taking responsibility for its financial health.

ARCE is seeking an experienced financial manager with a background in government contract compliance to help steer the finances of ARCE's research and collaborative partnerships in Egypt and the US. Reporting to the Executive Director, the Business and Finance Manager will oversee and coordinate closely with both U.S.- and Cairo-based staff to manage a growing \$5M budget and \$56M endowment. As the organization's primary financial officer at U.S. headquarters, the Business and Finance Manager plans and directs financial accounting and annual budgets, collaborates in auditing and investing, and oversees cash management, payroll, and other fiscal operations, establishing necessary internal control measures and maintaining and reporting accounting data.

The ideal Business and Finance Manager will have:

- 5+ years of experience overseeing non-profit finances.
- Comprehensive understanding of the financial functioning of international organizations with government contracts and global operations.
- Demonstrated knowledge of a comprehensive range of financial activities, including long-range planning, budgeting, accounting, and human resources.
- Track record of successful oversight of compliance for complex contracts and grants.
- Familiarity with global currency markets, particularly involving Egyptian currency.
- Experience effectively managing fiscal operations within a growing organization is desirable.
- Knowledge/cultural understanding of Egypt and the Middle East is useful.
- B.A. is required; C.P.A a plus but not required.

DRi is leading this search for ARCE. For more information, please see [www.driconsulting.com](http://www.driconsulting.com). Submit all inquiries and applications to [search@driconsulting.com](mailto:search@driconsulting.com).