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CANDIDATE INFORMATION PACK



Executive Director The American University in Cairo Press



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A WARM WELCOME FROM DINA ABULFOTUH

VICE PRESIDENT, MARKETING COMMUNICATION AND PUBLIC AFFAIRS

AUC Press is the Middle East's top English-language academic publisher. A highly regarded flagship institution, AUC Press carries the American University in Cairo name to far corners of the globe and is a manifestation of the University's commitment and contribution to academic publishing in key disciplines. It also includes a strong portfolio of non-academic and trade publications, as well as one of the best English-language bookstores in Egypt that operates a branch on each of AUC's campuses. With a strong 60-year legacy of publishing and a well-established brand, AUC Press is looking for visionary leadership to develop and oversee the future direction of the Press.

As an important leader at the University, the incoming AUC Press executive director has an opportunity to bring new and innovative ideas to propel the Press forward, capitalizing on changing trends in international publishing, growth in the digital space and the University's academic programs. Working with a dedicated and professional staff and with academic leadership, the Press director plays a pivotal role in the growth and advancement of a one of the University's most important units.

A unique blend of American, Egyptian and international culture, AUC's community is welcoming, diverse and culturally rich. The opportunity to live and work at the University and in Egypt — the intellectual, cultural and political heart of the region — is a rare adventure for the right candidate.

DINA ABULFOTUH

Vice President, Marketing Communication
and Public Affairs
The American University in Cairo



THE ORGANIZATION

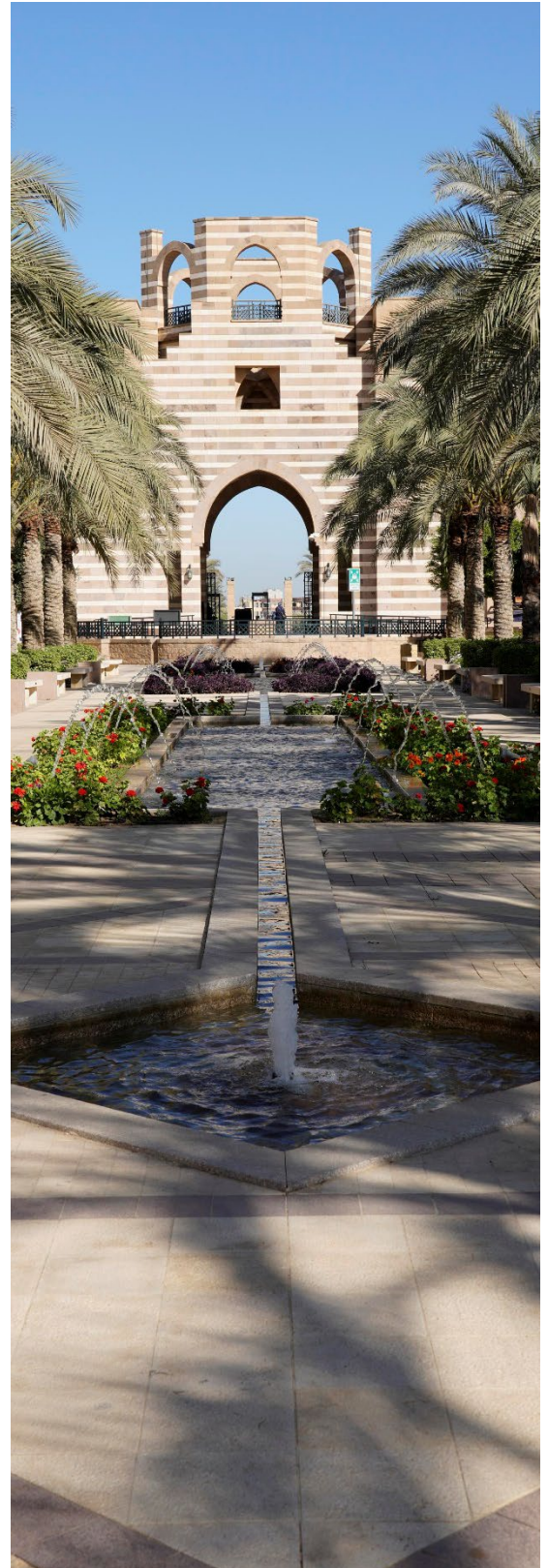
THE AMERICAN UNIVERSITY IN CAIRO

Founded in 1919, The American University in Cairo is a leading English-language, U.S.-accredited institution of higher education. A crossroads for the world's cultures and a vibrant forum for reasoned argument and spirited debate, AUC is the center of the intellectual, social and cultural life of the Arab world. Its diverse community of students, faculty, alumni, trustees and generous supporters represents more than 60 countries.

The University offers 40 undergraduate, 52 master's and two PhD programs rooted in a liberal arts education that encourages students to think critically and find creative solutions to the challenges facing our region and the world. It also offers globally recognized professional, competency-based education in English to meet the needs of the dynamic Egyptian and broader regional economies.

AUC has the largest English-language academic library collection in Egypt, three modern theaters and 13 cross-disciplinary research centers. The University's modern, 260-acre New Cairo campus constitutes a visionary investment in the future of Cairo, Egypt and the region — a state-of-the-art facility for advanced research, innovative teaching, lifelong learning and civic engagement. In addition to its New Cairo campus, AUC continues to operate the iconic Tahrir Square campus in downtown Cairo, which serves as the home of AUC Press and a wide array of cultural and outreach programs.

AUC's vision is to be a world class University internationally recognized for its leadership and excellence in teaching, research, creative expression and service. Its mission is to build on existing strengths to become the leading university in the Middle East and the destination of choice for students and faculty members from around the world seeking in-depth cultural exposure combined with outstanding academic programs, cutting-edge research, as well as an ethically engaged, diverse community of scholars. Designed to capitalize on AUC's strengths and to ensure that it sustains and enhances its quality and distinction in the fast-changing world of the 21st century, AUC's [Strategic Priorities Road Map](#) is organized around four core pillars: Student-Centered Culture, Academic Excellence, Future of Work: Extended Ed and Civic Engagement.





AUC PRESS

Founded in 1960, The American University in Cairo Press is the Middle East’s leading English-language academic book publisher. Its goals and purposes reflect and support the mission of The American University in Cairo in education, research, and cultural exchange, through professional publishing programs and international bookselling services. The AUC Press publishes wide-ranging academic texts and general interest books on ancient and modern Egypt and the Middle East, as well as Arabic literature in translation, for distribution worldwide. Through its bookstores and distributors in Egypt and abroad, the AUC Press sells and licenses foreign editions of Arab writers in 40 languages, including the works of the late Egyptian Nobel laureate Naguib Mahfouz.

To learn more, visit www.aucpress.com

MISSION

AUC Press’s mission is to accurately reflect Egypt and the Middle East to a global readership, in line with the main teaching and research interests of the American University in Cairo, through professional publishing programs and international bookselling services.

PUBLISHING PROGRAMS

Drawing on an international author and editor community, the AUC Press publishes—in both digital and print formats—reviewed scholarly books, fiction (through a separate imprint hoopoefiction.com), Arabic teaching books, Egypt-focused books, and general interest publications. The Press currently produces up to 50 new books each year and maintains a backlist of some 800 titles mainly for distribution worldwide through Ingram Content Group (North America) and Ingram Publisher Services UK (rest of world, excluding North America).

AUC Press publishes books in these main categories:

- Anthropology
- Archaeology & Ancient Egypt
- Coptic and Islamic Studies
- Egypt Guidebooks/Travel books/Photography
- History & Biography
- Middle East Studies
- Sociology
- Arabic Language Learning
- Art & Architecture
- Egyptian Cookery and Culture
- Fiction in Translation
- Literary Criticism
- Political Science
- Urban and Environmental Studies

AUC BOOKSTORES

The AUC Press operates flagship bookstores on the University's Tahrir Square and New Cairo campuses. AUC bookstores are unique for their extensive English-language selection of more than 20,000 titles, their longstanding tradition of international bookselling experience, and their professional staff. The AUC Bookstores deliver the highest quality of services to AUC students, faculty, and staff, as well as to the wider Cairo community and travellers to Egypt.

NAGUIB MAHFOUZ

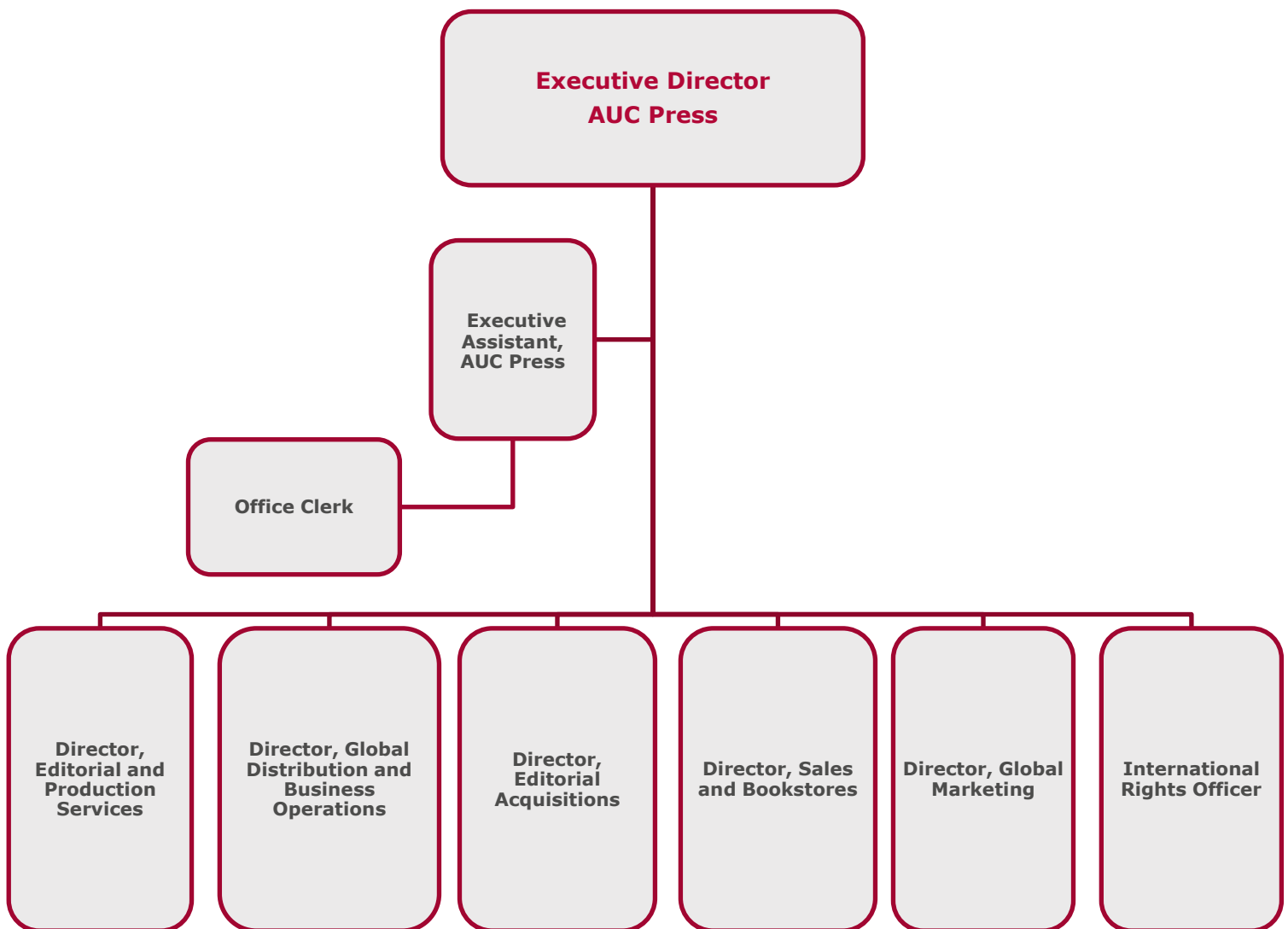
In 1988 beloved Egyptian novelist, Naguib Mahfouz, won the Nobel Prize for Literature, a turn that neither AUC Press, which owned the rights to translations of his work, nor the author himself anticipated. Mahfouz became an international literary phenomenon. His books now appear in 40 languages, amassing somewhere near 600 editions — all either published or licensed by AUC Press.

THE NAGUIB MAHFOUZ MEDAL FOR LITERATURE

Since 1996 the AUC Press has presented the Naguib Mahfouz Medal for Literature, a major award in support of contemporary Arabic literature in translation. The Naguib Mahfouz Medal for Literature is awarded for the best contemporary novel published in Arabic (but not yet in English), selected by the Mahfouz Award Committee. The award-winning book is subsequently translated and published in an English-language edition by the AUC Press in Cairo, New York, and London.



ORGANIZATIONAL STRUCTURE



THE POSITION

AUC PRESS IS SEEKING A PASSIONATE AND EXPERIENCED PUBLISHING EXECUTIVE FOR THE POSITION OF EXECUTIVE DIRECTOR, AUC PRESS.

Position Title:	Executive Director, AUC Press		
Department:	AUC Press		
Reports To:	VP for Marketing Communication & Public Affairs	Number of Reports:	Direct: 7
			Indirect: 35

The American University in Cairo Press (AUCP) is the leading English-language academic publisher in the Middle East. Located in central Cairo, AUCP has a distinguished 60-year history of publishing leading-edge scholarship and high-quality trade publications with a regional focus. It currently offers a backlist of some 800 publications and annually publishes 40-50 academic texts and general interest books on ancient and modern Egypt, the wider Middle East, and North Africa. AUCP is also well known for its influential Arabic literature in translation imprint, Hoopoe Fiction, and as the publisher of the Nobel Laureate Naguib Mahfouz.

AUC attracts scholars and leaders from throughout the region and the world, and the Press plays a vital role in its intellectual life as a major forum for the exchange of ideas about the Middle East at this critical time in history. The Executive Director will work to sustain the areas of excellence while working in concert with ambitious University-wide initiatives to make full use of new media in representing the teaching and research interests of the University.

The AUC Press Executive Director will need to both transform an established and respected publishing business to meet the needs of 21st-century research, education, and cultural exchange, and to be a thought leader for publishing and disseminating vital information about the region to the English-speaking world.

DIMENSIONS

Financial:

- Annual Budget US\$3.9 million
- Annual Revenue US\$3.0 million

Non-Financial:

- Backlist of some 800 publications
- Publishes 40-50 front list titles annually, including scholarly monographs, textbooks, and general interest
- 40 staff members
- 2 bookstores
- Approximately 1200 authors, editors, distributors, vendors



RESPONSIBILITIES AND TASKS

- Provide leadership to AUC Press in a period of rapid change in the region and in the publishing industry worldwide.
- Develop and implement the strategic plan for the Press publishing programs and bookselling services with a special focus on the transition to digital formats and online accessibility.
- Provide leadership and management direction to a dedicated team of senior managers and approximately 40 staff at the Press and in its bookstores.
- Develop and implement innovative publishing services in both print and electronic formats.
- Oversee full operation of the Press and bookstores, including long-term collection development and editorial processes.
- Prepare annual operating plans and budgets in accordance with university policies and reporting requirements.
- Direct both worldwide sales and marketing activities, particularly in North America, Europe, and the Middle East, and through bookstores in Egypt.
- Represent the vision and mission of the Press within AUC and at local and international professional publishing and bookselling events.
- Collaborate with the University's financial, planning, and administrative procedures and protocols.
- Oversee the Press Faculty Review Board.

WORK CONTACTS

Internal:

- AUC Press staff located in Egypt and North America
- AUC Senior Leadership
- Deans and Faculty of AUC
- Administrative Offices and Staff

External:

- International representation of AUC Press at relevant conferences and to professional publishing organizations
- International book fairs (such as Frankfurt and London)
- Relevant governmental and non-governmental organizations in Egypt
- High level communication with publishers, authors, and editors associated with AUC Press





THE PERSON

MINIMUM EDUCATION REQUIREMENT

- MA/MSc minimum; further graduate education desirable; humanities and social sciences background required; interest in Middle East highly recommended.

EXPERIENCE

- 10 years of successful executive management in international publishing. University press and academic publishing experience preferred.

SKILLS

- Demonstrated ability to develop new products and services that increase the relevance of the Press to the scholarly community and the interested general public.
- Demonstrated ability to communicate passionately, clearly, and concisely, both verbally and in writing.
- Experience leading, developing, and working with a Faculty Review Board and others in a university setting.
- Demonstrated ability to work collaboratively with and inspire constituencies from diverse backgrounds and from different sectors; ability to work with groups of diverse personalities and interests.
- Record of success in setting priorities for an organization in a time of rapid change; must be adept at balancing an organization's internal management requirements with external opportunities, pressures, and constraints.
- Must be knowledgeable of new trends in technology and social media, especially as relevant to the publishing industry.
- Possess a lively intelligence, passionate curiosity, resilience, and a good sense of humor.



THE LOCATION

ABOUT CAIRO

Located in the heart of the Middle East, Cairo is a melting pot of traditions, cultures and backgrounds with a history that spans millennia. This cosmopolitan hub presents a unique opportunity to engage in an authentic cultural experience. AUC takes full advantage of the fact that it is in one of the most unique and dynamic cities in the world. It takes inspiration from Cairo in its academic programs, using it as a site for learning and integrating it into the curriculum.

For more information about Cairo and Living in Cairo, click here: www.aucegypt.edu/about/cairo



HOW TO APPLY

Initial contact should be made with the WittKieffer, the executive search firm exclusively engaged to assist with the appointment. The relevant WittKieffer contact is as follows:

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T: +44 (0) 7408 851 596

E: nderry@wittkieffer.com

Evan Yeckley

T: +44 (0) 7408 834 744

E: eyeckley@wittkieffer.com