



ROBERT COLLEGE

ISTANBUL, TURKEY

Robert College is seeking candidates for

“Communications and Event Manager”

POSITION PURPOSE:

Executing stakeholder management tasks for various constituencies, information gathering, creating narratives, and coordinating events for fundraising and alumni engagement.

Candidates must meet the following criteria:

- Bachelor’s Degree (Communication, Journalism, Marketing, relevant social sciences) , preferably an RC graduate
- Preferably 5+ years of experience in a comparable field
- Excellent written and verbal communication skills in English and Turkish, with storytelling and writing ability to communicate clearly, directly, and empathetically in all interactions
- Competence in technology and computer skills, including good understanding of social media and new internet tools
- Experience in managing mass e-mail marketing platforms
- Ability to multi-task, prioritize tasks and coordinate different parties of the projects
- Impeccable time management skills with ability to independently plan, organize, delegate, and problem solve to meet deadlines
- Strong interpersonal skills. Ability to strategize communications when dealing with varied internal and external stakeholders
- Collaborative attitude. Being able to take direction and respond to feedback effectively
- Analytical thinker, efficient problem solver, remains calm and level-headed in a crisis
- Flexibility, enthusiasm, sensitivity, and an understanding of social nuance
- Ability to maintain a high level of confidentiality
- Ability to respond to shifting priorities
- Ability to take direction and respond to feedback effectively
- Eagerness to learn new skills and technologies
- Awareness of relevant Turkish (KVKK) and EU (GDPR) privacy laws
- Ability to work evenings and weekends as needed

The position mainly involves;

- Execute tasks in line with Robert College's communication strategy by disseminating information to the school's various constituencies under direction of the Head of Communications and Institutional Advancement Coordinator.
- Assist the creation of bi-lingual (English and Turkish) content under the supervision of the Head of Communications.
- Manage the mass e-mail process, appeals, acknowledgement letters via mass e-mail marketing platform.
- Prepare and execute the annual event and communications calendar together with the Head of Communications.
- Develop and manage all online and offline events, which vary in size and importance, such as the graduation, homecoming, and other special occasions, and support logistical planning of major Institutional Advancement and Fundraising events.
- Manage alumni inquiries regarding the campus visits and venue usage; coordinate their visits and paperwork.
- Stay connected with school-wide colleagues to be informed about what's happening on campus such as new initiatives, classes, and accomplishments to communicate with our target audience.
- Support the Donor Relations Coordinator in preparing periodical reports.
- Support the Publications Manager in the drafting and publishing of RCQ alumni magazine; including but not limited to advertising sales outreach and alumni story collection.
- Be prepared to adapt to the evolving needs of the Institutional Advancement Office in preparation for the fundraising projects.
- Assist general administrative duties as a member of the Institutional Advancement Team, ranging from answering incoming phone calls hosting visitors, supporting volunteers

Interested applicants who meet the qualifications may complete the online ***application form*** and send it to rchr@robcoll.k12.tr, including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***