



Robert College Institutional Advancement Department is seeking candidates for
“Database Administrator”

POSITION PURPOSE:

Executing healthy record entry and maintenance of the fundraising database, developing charts, tables and reports targeting various parties.

Candidates must meet the following criteria:

- Bachelor’s Degree (Business Administration, Statistics, Management Information Systems, Data Science or equivalent)
- Preferably 3+ years of experience in a comparable field
- Experience with CRM software
- Salesforce experience is a huge plus
- Excellent Excel skills
- Advanced knowledge of other Office Programs
- Strong analytical math skills, ability to interpret data
- Proficiency in English and Turkish
- Experience in fundraising, non-profit or education sector is a plus
- Advanced analytical and problem-solving skills
- Strong stakeholder engagement skills
- Meticulous
- Tech savvy
- Confident, positive, professional demeanor
- Comfort and ease working with ambiguity and ability to multi-task, prioritize projects to meet program and team goals
- Ability to work in a hands-on environment with limited resources
- No military obligation for male candidates
- Work hours: 09:00 – 17:00, after work hours and weekends as needed

The position mainly involves;

Database Management

- Owns “Institutional Advancement database”; updates and maintains fundraising data and files in a timely manner
- Keep up with database management trends and developments, implement new methods, develop database structure and feature aligned with organizational needs under supervision of the Advancement Coordinator

Reporting



- Responsible for preparing and editing the Annual Giving Report and other fundraising materials.
- Develop charts, graphs, and reports to distribute to management, fundraising team, and volunteers. Generate reports as needed and requested to monitor the progress of the funds raised.

Fundraising and Communications:

- Maximize fundraising with CRM strategies such as, upsell and cross-sell offers, retention and churn management, donor life cycle & segment management approaches.
- Participates in creation of mechanisms for database and relevant functions to maximize fundraising by supporting the implementation of new products and services.
- Contact constituents to acquire, renew, or increase gifts and persuade donor prospects into giving and increase donations.
- Set and run donor engagement strategies under supervision of the Advancement Coordinator.
- Maintain close ties and good communication with volunteers and advise them in planning.
- Assist in solicitation, cultivation and stewardship of donors and donor prospects.
- Assist and attend to Institutional Advancement events

Interested applicants who meet the qualifications may complete the online **application form** from our website (<https://website.robcol.k12.tr/en/employment/job-openings>) and send it to rchr@robcol.k12.tr by **June 30, 2023** 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.***