



## ROBERT COLLEGE

ISTANBUL, TURKEY

Robert College is seeking candidates for

### “Director of Institutional Advancement”

**POSITION PURPOSE:** The Director of Institutional Advancement is an experienced, visionary, multi-faceted and service-minded leader who builds on great foundations and advances Robert College to significantly strengthened alumni and donor relations, and next-level fund-raising. This is a highly strategic and visible role within the school and the broader community. In close collaboration with the Board and the Head of School, the Director of IA will be responsible for all aspects of institutional advancement including: fund-raising, communications, alumni relations and major events. The Director serves as a member of Senior Leadership Team (SLT).

#### Candidates must meet the following criteria:

- Bachelor’s Degree, preferably an RC graduate
- Preferably 15+ years of experience in a comparable field
- A result-oriented leader, who uses triangulated data to inform decisions
- An effective team leader, also able to play a vital role as a team member of Robert College’s Senior Leadership Team
- Humble profile who puts the school’s interest before all else
- Excellent stakeholder management skills
- A highly collaborative individual with a servant leadership mentality
- A measured individual possessing a high degree of executive maturity
- A positive “can do” and proactive attitude
- Able to travel internationally (mainly US) on a periodic basis
- Not just bilingual but also comfortable in international and Turkish cultural contexts.

It is critical that the candidate presents leadership and management competences, such as:

- **Strategic Thinking and Alignment:** Develops and executes functional strategies in ways that drive the business in within the Robert College framework.
- **Team leadership:** Mobilizes the organization for what Robert College has committed to achieve. Able to lead and influence others in a single direction. Good listener, cares about people. Develops and nurtures talent.
- **Change leadership:** Prioritizes and drives the agenda of change required for current and future performance. Able to change the mind-set and develop strategic thinking capability among the existing stakeholders.
- **Results Orientation:** Gets the right people in place, and develops individual and collective capability. Delivers performance and results through clear plans, accountability and standards. Leverages highly developed understanding of the school’s mission and vision.
- **Collaboration and Influencing:** Enhances Robert College through relationships with variety of stakeholders.

**The position mainly involves;**

- Manage all aspects of the advancement efforts of RC, which includes fund raising, communications, alumni relations, and events.
- Provide leadership and management for the IA Office in Istanbul, and our advancement work in the US and internationally.
- Work to foster positive relationships with the school's constituencies. (Board of Trustees, Alumni, Prospects, Donors, Alumni Associations (TR and USA) and Bizim Tepe.
- Develop fundraising initiatives with the Board Institutional Advancement Committee and Head of School.
- Oversee capital and major gift initiatives, and the annual giving program.
- Engage and work with fund raising volunteer committees and class agents.
- Oversee donor cultivation and stewardship efforts.
- Supervise the development and maintenance of the alumni data base to ensure timely and accurate gift entries, acknowledgement and reporting processes.
- Oversee the preparation of fundraising materials, such as appeals, acknowledgement letters and all other written and audio-visual materials as needed.
- Monitor the online giving site which requires interaction with banks in Turkey, the USA and the UK.
- Oversee external communications through the Robert College Website, and social media. Ensures that appropriate content for external use is provided and kept current in both English and Turkish.
- Oversee the publication of the Annual Giving Report (Honor Roll).
- Serve as Editor-in-Chief of the RCQ. Writes and secures content for and oversees the production, advertising revenue, and distribution of the RCQ.

Interested applicants who meet the qualifications may complete the online ***application form*** and send it to [rchr@robcol.k12.tr](mailto: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.***