



Director of Institutional Advancement
Robert College
Istanbul, Turkey

Deadline: June 14, 2019
Start Date: September 2019

The Opportunity

Robert College is searching for a new Director of Institutional Advancement to build on the legacy of the school's current Director of Development who is retiring at the end of this school year. This is a highly strategic and visible role within the school and the broader community. In close collaboration with the Board, the incoming Director will be responsible for all aspects of institutional advancement including fundraising, communications, alumni relations, major campaigns, and events. Robert College would like to recruit a visionary, multi-faceted and service-minded leader who can build on the great foundation laid to date to advance the institution to the next level.



THE SCHOOL

Founded in 1863, Robert College is a private secondary school governed by the Board of Trustees of a New York City based not-for-profit organization and accredited by the New York State Association of Independent Schools while also operating under the jurisdiction of the Turkish Ministry of Education. Throughout its 150+ year history, Robert College has always sought to exemplify academic excellence in Turkey.

A co-educational, day and residential, university preparatory school, Robert College (RC) is located on a sixty-five acre wooded area overlooking the Bosphorus strait with an enrollment of approximately 1040 students.

RC seeks to graduate young men and women with the skills, insights, and determination to function as leaders and contributing citizens in a wide range of social and cultural roles, both locally and internationally. RC is proud to have graduated prime ministers, Olympians, notable academicians and a Nobel Laureate among many others successful in their respective fields. Prominent and loyal RC alumni are immensely proud of their school and want to remain associated with the school throughout their lives.

RC serves Turkish students admitted solely on the basis of a highly competitive national exam. The School attracts the best and the brightest students in Turkey. It is only able to enroll students scoring within the top 0.2% of the more than one million test takers who take the exam. Thus, the academic ability of the student body is extraordinary. Virtually all students who enroll will graduate. Graduates continue their higher education at top-ranked universities in Turkey and abroad.

RC is home to a diverse student body. Residential students who come from outside Istanbul comprise a fifth of the student body. The availability of residence halls contributes significant geographic diversity and the generous financial aid program enables socio-economic diversity. Approximately 30% of students receive financial aid to attend Robert College.

Core Values

EXCELLENCE: Robert College serves Turkey as a model of educational excellence with the highest academic standards and quality of teaching.

RESPONSIBILITY: Robert College students are expected to accept the responsibilities imposed by freedom, to work hard in every aspect of school life, and behave with integrity.

LEADERSHIP: Robert College prepares students to be leaders in their communities and beyond, and cultivates altruism in all students.

MULTICULTURALISM: Robert College believes in educating a diverse student body with a multilingual, multicultural approach while emphasizing tolerance and respect for the views of others.

BALANCE: Robert College offers a rich and diverse curriculum focused on academics, the arts, athletics, extracurricular activities and wellness.



History



Robert College is the oldest continually-operating American school founded outside the US. The school opened in 1863, to educate boys and in 1871 as the American College for Girls (ACG). In 1971 the two schools merged under the name Robert College, as a co-educational institution. With the implementation of eight-year compulsory education in Turkey in 1997, Robert College's middle school closed down and it became solely a high school.

Robert College has always been a pioneer in educational innovation. For example:

- The first student council in Turkey was founded at ACG in 1892.
- A medical school for women opened for the first time in Turkey in 1920.
- The first yearbook in Turkey was printed by RC in 1924.
- The oldest literary magazine of Turkey, İzlerimiz (Our Imprint), was published by RC.
- The first child study center in Turkey was opened at ACG in 1958.

Today, students who enter Robert College study in a one-year innovative Prep program, followed by four years of high school. More recently, the School has developed an exemplary community involvement program, extensive international travel opportunities, and over 100 vibrant co-curricular clubs. Many Robert College alumni, from its inception until today, have become leaders in their fields, including diplomacy, politics, business, arts, and academics.

CURRICULUM

Robert College has created an academic program designed to enable talented, highly motivated students to pursue academic excellence and acquire fluency and literacy in English and Turkish. It seeks to develop in students the desire and ability to communicate openly, candidly and constructively, and to foster in them a broad international outlook. Students are also encouraged to be life-long learners, to develop creative and critical thinking skills, as well as to acquire knowledge vital for success in the 21st-century world.



Both within and beyond the classroom, Robert College teaches its students to value integrity and to understand that democratic freedom entails responsibility as well as sensitivity to and respect for the needs, rights, and property of others. Through academic and co-curricular activities, students develop the individual interests and aptitudes that will allow them to contribute to society in areas such as education and research, technology, government, social services, commerce, and the arts.

English is the language of instruction in science, mathematics, literature, physical education, art and music, whereas Turkish is the instructional language in social sciences and Turkish language/literature courses. All students are required to take a minimum of two years of a second foreign language. By graduation, students will have completed a demanding program averaging nine courses per semester, designed to prepare them for success at universities either abroad or in Turkey.



A major distinguishing feature of the school is the rich co-curricular program. Over 100 clubs are offered to students each year covering a wide range of categories including arts and performance, personal skills, creativity, culture, academic learning, physical fitness, and community service. These clubs contribute to the self-confidence and diversified education of the students. The versatility gained at school becomes a natural tool in the students' future professional lives.

The Community Involvement Projects (CIP) reflect the school's core values: Responsibility, Leadership, Multiculturalism, Balance, and Excellence. The program's aim is to create socially responsible citizens who see a need in the community and then act on it. Projects are student-initiated and student-led.

FACULTY

Our faculty -77% hold a master's degree or higher- have an average of over 20 years of teaching experience. About half are native English speakers. All the school staff and teachers continuously seek professional development opportunities to provide the best education to the students.

STUDENTS

Robert College enrolls day and boarding students, the latter comprising a fifth of the student body. Approximately 1040 students are enrolled. Students are bright, engaged, curious, polite, well-behaved, and hard-working. The adults in the community praise RC students and truly believe that it is a privilege to teach them. All students must take a full preparatory year of intensive ESL instruction before entering our regular high school program, regardless of the students' prior knowledge of English.



ALUMNI COMMUNITY

There are over 10,000 Robert College alumni around the world. Graduates have made significant contributions to Turkey and the world through their leadership in various fields such as education, science, politics and the arts. Alumni engagement with the school is strong, with a 25 % annual donor participation rate. Robert College is the only high school in Turkey with a structured Annual Giving Program.

THE CAMPUS

The campus is another important factor in the development of the students. Located on a sixty-five-acre wooded area, the school is situated in a quiet and green environment away from the commotion of the fast-growing city.

Robert College boasts an extraordinary campus by all counts, encompassing grand views of the Bosphorus and is nestled in one of the most beautiful corners of Istanbul, an extraordinarily vibrant, contemporary and ancient city all at once. The campus is made up of both historic buildings and sites as well as a newly built student center/cafeteria. Several other improvements and upgrades are also underway.



The classrooms, offices, media centers, residences and the library are continuously renovated to meet newly arising needs. The library media center offers study, leisure, and personal development possibilities to students and staff. The library's collection is rich and diverse, holding print and electronic resources in four languages and providing database access to hundreds of thousands of articles from around the world.

The computer center is equipped with the latest technology, and there is wireless internet access throughout campus. Classes use smart boards, laptops, internet, films, and videos. All classrooms and laboratories are equipped with permanent projectors.

The theater, Suna Kıraç Hall, has a seating capacity of 530, and is equipped with professional sound and lighting systems. Plays, musicals, and concerts are staged each year. In addition to plays in Turkish and English, others are performed in French and German. A second auditorium has a seating capacity of 180.

In addition to the recently renovated gym that comprises the basketball and volleyball courts, there is a fitness room and a multipurpose indoor court. Outdoor facilities include a track, two playing fields and four tennis courts.



Position Overview

KEY RELATIONSHIPS

Reports to

Head of School

DESIRED OUTCOMES

The overarching and fundamental expectations of this role are protecting and advancing the reputation and culture of Robert College, and generating a significant contribution to the school's operations and growth.

Key expectations from the role in the near to mid-term can be summarized as follows:

Identify new pools for fundraising

The school has a lot of data at its disposal. The incoming Director of Institutional Advancement is expected to further mine this data to uncover any potential donors (especially overseas) that may have not been on the school's radar to date.

Increase the number of big-ticket gifts

The Development Office has built a very strong foundation of recurring donors under the Annual Giving Campaign which serves as a key source of funding for the school. The Board would like to supplement this recurring funding source with a more focused targeting a larger number of annual big-ticket gifts.

Further develop the non-alumni & corporate pool

The Board also sees an opportunity to further develop the pool beyond the alumni network. The corporate pool in particular still has a lot of potential and can be a key area of focus for the incoming individual.

KEY RESPONSIBILITIES

- Responsible for managing all aspects of the advancement efforts of Robert College, which includes fund raising, communications, alumni relations, and events
- Provides leadership, supervision, and management for the Alumni and Development Office in Istanbul, and the advancement efforts in the NY Office of the Board of Trustees
- Works to foster positive relationships with the school's constituencies (Board of Trustees, Alumni, Prospects, Donors, Alumni Association in the US and Bizim Tepe (the Alumni Association in Turkey)
- Develops fundraising initiatives with the Head of School and the Board's Advancement Committee
- Oversees capital and major gift initiatives, and the annual giving program

- Engages and works with fund raising volunteer committees and class agents
- Oversees donor cultivation and stewardship efforts
- Supervises the development and maintenance of the development data base to ensure timely and accurate gift entry, acknowledgement and reporting processes
- Oversees the preparation of fundraising materials, such as appeals, acknowledgement letters and all other written and audio-visual materials as needed
- Monitors the online giving site which requires interaction with banks in Turkey, the USA and the UK
- Oversees 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
- Oversees the publication of the Annual Giving Report (Honor Roll)
- Serves as the Editor in Chief of the RCQ. Writes and secures content for and oversees the production, advertising revenue, and distribution of the RCQ.
- Oversees Alumni and Development events: Homecoming, Annual Giving Kick Off Dinner, Class Reunions, Trustee events, Alumni gatherings in other countries, and special events as required
- Manages the archives project, relating to the digitalization of Robert College documents and visuals in the digitally searchable inhouse Xerox Docushare system

IDEAL EXPERIENCE

Essential

- Experience in institutional development including:
 - A track record of significant success leading fundraising campaigns
 - Broad experience of managing relations with a large alumni community
- Excellent command of spoken and written English

Preferred but not required

- A strong link to the Robert College community
- Spoken and written Turkish
- Cultural understanding of Turkey and the USA to support work with the Alumni community
- Experience of working in the education sector

PERSONAL CHARACTERISTICS

- A result-oriented leader, who uses triangulated data to inform decisions
- An effective team leader, who is 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

Application Instructions

Effective date: September 1, 2019

Application Deadline: June 14, 2019

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Robert College Director of Institutional Advancement search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

Please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV in PDF format to bpfannl@iss.edu and copy awotowey@iss.edu. You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and Robert College reserve the right to close the selection process at any time if an ideal candidate is found.



ROBERT COLLEGE
— 1863 —