



BISHOP DWENGER HIGH SCHOOL

Director of Development and Alumni Relations

Bishop Dwenger High School is seeking a mission-driven professional to lead development, fundraising, alumni relations, and community engagement initiatives that support the long-term success and Catholic mission of the school.

Key Responsibilities Include:

- Lead fundraising efforts, including the Annual Fund, major gifts, grants, planned giving, and capital campaigns
- Build strong relationships with donors, alumni, businesses, foundations, and community partners
- Plan and oversee major events such as Saints Alive!, Purse Bingo, Homecoming, and Hall of Fame
- Develop sponsorship opportunities and donor recognition programs
- Lead alumni engagement, communications, reunions, and database management
- Oversee marketing and communications, including the *Dwenger Times*, Annual Report, social media, signage, and promotional messaging
- Manage the Development Office budget, staff, and day-to-day operations
- Serve on the Administrative Team and School Board
- Collaborate with school leadership to advance the mission, financial sustainability, and Catholic identity of Bishop Dwenger

Qualifications: A bachelor's degree is required. Experience in fundraising, development, nonprofit management, marketing, communications, public relations, or event planning is preferred. Candidates should demonstrate strong relationship-building, communication, organizational, and project-management skills and a commitment to Catholic education. An active, registered Catholic is preferred.

Reports to: Director of Operations and Strategic Advancement

Location: Bishop Dwenger High School, Fort Wayne, IN

Start Date: To be determined

Interested candidates: Contact **Jason Schiffli, Principal** at jschiffli@bishopdwenger.com or **260-496-4708**.

To Apply: Go to: <https://secure7.saashr.com/ta/6168565.careers?ShowJob=604454041>