



BISHOP DWENGER HIGH SCHOOL

Director of Development and Alumni Relations

DESCRIPTION:

Bishop Dwenger High School is seeking a highly motivated and mission-driven Director of Development and Alumni Relations to lead and execute a comprehensive advancement program that increases both financial support and community engagement for the school. This position is responsible for fundraising, donor relations, alumni engagement, marketing and communications, special events, sponsorships, and strategic development initiatives that support the mission of Bishop Dwenger High School and the Diocese of Fort Wayne-South Bend.

The Director of Development and Alumni Relations serves as a member of the Administrative Team and School Board and plays a key leadership role in leading a team in advancing the long-term vitality and sustainability of the school.

QUALIFICATIONS:

- Bachelor's degree required.
- Active, registered Catholic, preferred.
- Previous experience in development, fundraising, nonprofit management, marketing, communications, public relations, or a related field preferred.
- Ability to handle sensitive situations and confidential information.
- Excellent written, verbal, interpersonal, and presentation skills.
- Basic working knowledge of Microsoft Office Suite and the ability to learn eTapestry and the Project Management Software, Asana.

REPORTING RESPONSIBILITY: Reports directly to the Principal.

START DATE: Immediate; once Safe Environment and Hiring Procedures are Complete

LOCATION: Bishop Dwenger High School, Fort Wayne, IN

QUESTIONS CONTACT: development@bishopdwenger.com

APPLY AT: <https://secure7.saashr.com/ta/6168565.careers?ShowJob=604454041>

When applying, please upload a cover letter along with your resume.