



BISHOP DWENGER HIGH SCHOOL

Bishop Dwenger High School Office of Development and Alumni Relations Development Assistant

The Development Assistant provides support to Development Office staff to help ensure the department, school, and Diocese fulfills its mission by successfully meeting or exceeding department goals and objectives, specifically through fundraising and maintaining relationships with donors, students, alumni, and families.

Reporting Responsibility: The Development Assistant reports directly to the Director of Development and Alumni Relations, and regularly collaborates with the Development Event Coordinator, Alumni Relations Coordinator, and the Business Office.

General Responsibilities:

- Maintain the integrity of and accuracy of information contained in both the Development Constituent Database (Blackbaud Etapestry), as well as Event Management Software (Events.org)
- Process donations and produce related donor communications both standard and those related to capital campaigns and projects
- Support department fundraising, alumni, and school community initiatives and events
- Produce print and digital publications as directed in collaboration with the Communications Coordinator.
- Develop, plan, manage, and execute special projects aimed at enhancing the effectiveness and efficiency of the office

Specific Responsibilities:

- Department Constituent Database tasks include, but are not limited to:
 - Update constituent profile and related data to accurately reflect current student body, current and past parents, grandparents, alumni, donors, current and past administration/faculty/staff, and portion of Central Catholic High School Alumni
 - Process monetary and in-kind donations accurately and on a timely basis while maintaining sufficient internal documentation and audit trail, and producing thank you notes, pledge forms, and tax letters
 - Provide the Business Office with accurate and timely reports to facilitate deposits, direct credit transactions accurately as well as provide school auditors with all requested information
 - Provide the Development Director with monthly reports reflecting year-to-date fundraising data as well as progress on capital projects
- Event Management related tasks include, but are not limited to:
 - Contributing to the creation, planning, managing, execution, and follow-up of office events and campaigns as directed including Homecoming, Hall of Fame, Purse Bingo, Saints Alive! Grand Opening and Auction, Scholarship Luncheon, and Golf Outing
 - Update Events.org database constituent profiles and related data to ensure accuracy
 - Process auction item donations to ensure accurate donor receipts as well as bidding device and print materials
 - Process Blue & Gold raffle ticket orders and facilitate student and team incentive calculations



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- General office administrative tasks and responsibilities may include:
 - Maintaining department and event supplies, resources, documents, and records
 - Assist, coordinate, and direct volunteers as needed
 - Write or proof written documents and communications, and
 - Assist the department by monitoring the lunchroom during school days when directed

More Information: Katie Slee, Director of Development and Alumni Relations
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