



BISHOP DWENGER HIGH SCHOOL

Director of Development and Alumni Relations

Position Summary

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 advancing the long-term vitality and sustainability of the school.

Mission Commitment

The Director of Development and Alumni Relations actively supports and promotes the mission, vision, and Catholic identity of Bishop Dwenger High School and the Diocese of Fort Wayne-South Bend. The successful candidate will demonstrate a commitment to faith-based leadership and fostering a culture of generosity, service, and community.

Essential Responsibilities

Development and Fundraising

- Build and strengthen relationships with individual, corporate, foundation, scholarship benefactors, alumni donors, and volunteers.
- Cultivate, solicit, and secure major gifts.
- Develop and implement strategies to support capital campaigns and special fundraising initiatives.
- Research, write, and manage grant proposals and reports.
- Promote and manage the school's Annual Fund.
- Develop and implement planned giving opportunities.
- Approve and manage fundraising efforts across athletics, clubs, extra-curriculars, and departments.

Special Events and Community Engagement

- Lead and oversee fundraising and community-building event, including Saints Alive!, Purse Bingo, and other development activities.
- Coordinate sponsorship packages and donor recognition opportunities.
- Organize and oversee Jumbotron advertising and productions.
- Create and execute new events, fundraising, and community building, for the Dwenger family.

Alumni Relations

- Foster meaningful alumni engagement and stewardship.
- Coordinate Homecoming activities, Hall of Fame events, alumni reunions, and other alumni programs.
- Maintain alumni communications and outreach efforts.
- Oversee the alumni database.



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Marketing and Communications

- Oversee school-wide communications, marketing, and branding initiatives, including the school website.
- Plan and publish the *Dwenger Times* and Annual Report.
- Manage social media platforms, external signage, and promotional messaging to ensure consistent branding.
- Collaborate closely with the Enrollment and Marketing Coordinator on events, school visits, tours, communications, and strategic initiatives.

Operations and Leadership

- Develop and manage the annual budget for the Development Office.
- Manage the school's Spirit Shop operations.
- Hire, supervise, and evaluate development office personnel.
- Coordinate live broadcasts through the Saints Sports Network (SSN) streaming service.
- Serve on the School Board and Administrative Team.
- Collaborate and communicate regularly with the Business Office.
- Assist with various administrative duties and special projects as assigned.

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.
- Knowledge of philanthropy, fundraising principles, donor cultivation, and stewardship practices.
- Understanding of and commitment to the mission and values of Catholic education.
- 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.
- Possess basic accounting skills.
- Strong organizational, project management, and time management abilities.
- Demonstrated ability to build and maintain meaningful relationships with donors, alumni, parents, businesses, and community partners.
- Ability to manage multiple projects simultaneously, meet deadlines, and work collaboratively.
- Willingness to work occasional evenings and weekends for events and donor engagement activities.
- Experience with grant writing, planned giving, marketing, social media, and event planning preferred.

Reporting Relationship: This position reports directly to the Principal of Bishop Dwenger High School.

Start Date: To be determined upon hiring

Location: Bishop Dwenger High School, Fort Wayne, IN

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>