



BISHOP DWENGER HIGH SCHOOL

FUNDRAISING AND EVENTS COORDINATOR

GENERAL DESCRIPTION OF POSITION: The Fundraising Event Coordinator is a full-time position primarily responsible for overseeing all aspects of fundraising events including Saints Alive! auction and Purse Bingo. The position is also responsible for assisting with other Special Events associated with the Advancement Office. All employees of Bishop Dwenger High School must support the mission of the school and the Diocese.

GENERAL RESPONSIBILITIES:

- Leads planning and implementation of all fundraising events leading up to and including the Saints Alive! Dinner and Auction.
- Assists the Advancement Director in the planning and implementation of other special events as needed.

SPECIFIC RESPONSIBILITIES FOR FUNDRAISING EVENTS:

- Select chairpersons for the auction along with input from the Principal and the Advancement Director;
- Responsible for organizing and overseeing all volunteer chairs, committee heads, fundraising parties, raffle, volunteers, production, and solicitation committees throughout the year;
- Work closely with the chairpersons and chart timetables for each donor prospect to include cultivation, involvement, solicitation, and appropriate acknowledgement;
- Oversee office staff to ensure proper input from all donors in the database, correspondence, donation statements, payment of bills, and bank deposits;
- Cooperate with the accounting department regarding regular financial statements related to all fundraising events. These statements should be made available to the Principal, Advancement Director and the Business Manager;
- Execute and review financial statements regarding the reporting of any other fundraising events leading up to Saints Alive! Provide the school administration with a year-end financial statement related to all fundraising events;
- Oversee set-up, tear-down, and execution of all fundraising events throughout the year;
- Provide recommendations regarding possible improvements to all aspects of the event;
- Conduct wrap-up meetings with chairpersons and volunteer leaders;
- Coordinate payments of all invoices with accounting department;
- Cultivate personal relationships with donors and friends of Bishop Dwenger;
- Lead advancement department team during the series of Saints Alive! Events;
- Coordinate with various employees from other departments within the school;



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- Oversee all adult volunteers and student volunteers;
- Maintain a professional and appreciative image of Bishop Dwenger High School;
- Facilitate and schedule planning meetings;
- Create and implement plans to incorporate unique themes and concepts each year;
- Generate attendance for all fundraising events;
- Assemble and mail tax donation statements to all donors and attendees;
- Write appreciation notes to donors and volunteers;
- Prepare and file legal applications including, but not limited to, Alcohol & Tobacco Commission forms and Indiana Gaming Commission forms;
- Orchestrate and implement marketing and communications for the events including, but not limited to, invitations, electronic correspondence to guests and donors, social media, and event signage;
- Oversee auction item solicitation, procurement, purchasing, and sales;
- Oversee auction catalog production;
- Maintain and oversee the use of several software programs that organize the events, including, but not limited to, bidding software, volunteer organization software, electronic communications software, and project management software;
- Sign contracts and manage payments with vendors.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- As assigned by Principal and Advancement Director;
- Assist with other Advancement Department events as needed;
- Manage BDHS and Advancement Office JotForm online registration software;
- Manage online credit card sales through Square website for Saints Alive! account and BDHS account.

ADDITIONAL QUALIFICATIONS:

- Strong communication skills with the team while working together on projects;
- Experience with Microsoft Office programs (Word, Excel, PowerPoint, Publisher);
- Excellent planning and time management, and outstanding organizational skills;
- Flexible and able to easily move quickly from one project to another;
- Ability to prioritize tasks and to work on numerous projects simultaneously;
- Creative with bringing new ideas to our events and detail-oriented;
- Comfortable working with a large group of people, and working independently;
- Enthusiastic, high-energy and initiative-taking personality;
- Team-oriented with a positive attitude;



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- Willingness and ability to work a flexible schedule that may include evenings, weekends and extended hours during event seasons;
- Able to handle high-stress situations calmly and professionally;
- Knowledge of nonprofit organizations and fundraising events;
- Strong writing and editing skills;
- Comfortable handling meticulous work that includes focusing on attention to details;
- Having experience with online databases/virtual event is preferred;

REQUIREMENTS:

- Requires a bachelor's degree;
- 1-3 years event experience (fundraising events preferred);
- Strong technical background (comfortable managing/learning technology is a must);
- Experience with social media is a plus;
- Registered active Catholic preferred, but not required.

REPORTING RESPONSIBILITY: Reports directly to the Advancement Director.

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

LOCATION: Bishop Dwenger High School, Fort Wayne, IN

CONTACT: Katie Slee, Advancement Director
kslee@bishopdwenger.com or 260-496-4706

Applicants should also complete the diocesan application materials found at:
<https://theapplicantmanager.com/careers?co=df>