



BISHOP DWENGER HIGH SCHOOL

Special Events Coordinator

DESCRIPTION:

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 Development Office. All employees of Bishop Dwenger High School must support the mission of the school and the Diocese. If you are a high-energy, relationship-oriented professional who loves bringing people together for a great cause, we invite you to consider joining the Bishop Dwenger Development team!

QUALIFICATIONS:

- 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 Development Director.

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

LOCATION: Bishop Dwenger High School, Fort Wayne, IN

QUESTIONS CONTACT: developmentoffice@bishopdwenger.com

APPLY AT: <https://secure7.saashr.com/ta/6168565.careers?ShowJob=621249544>

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