



Memo

Date: August 5, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Blessed Trinity Catholic High School is looking for a **Director of Advancement** to lead a team dedicated to furthering the mission of the school and ensuring its future growth. We are seeking highly qualified candidates who are available for an approximate start date of September 30, 2019. The Director of Advancement reports to the president of the school and supervises two assistant advancement directors. Skills required for this position: A proven track record in fundraising in an independent school or other non-profit organization; familiarity with Raiser's Edge or similar relationship management software; experience with budgeting, non-profit accounting, and financial reporting; experience with managing capital campaigns; excellent written, verbal, and interpersonal skills; ability to organize and manage multiple projects. Practicing Catholic with knowledge of the Catholic educational system is preferable, but not mandatory. Education: Bachelor's degree or higher. Experience: At least seven years of successful fundraising experience at an independent school or non-profit organization required. Knowledge of Blessed Trinity Catholic High School preferred. Responsibilities may include: Plan and organize a comprehensive and coordinated fund-raising program for the school that includes the Trinity Fund, capital campaigns, special projects, grants, planned giving, endowed and funded scholarships, GRACE Scholars campaign, and all other school fund-raising efforts; strategic planning, implementation, and stewardship of the solicitation of all constituents for the Trinity Fund; recruit and coordinate the Trinity Fund Volunteer Parent Ambassador Committee to assist with follow-up efforts; management of the Office of Advancement, including supervision and evaluation of staff members, as well as the establishment and management of the Advancement Office budget; plan, coordinate, and implement special events as part of a team. Please send resume and cover letter by September 3 to Nan Barrett, Assistant to the President, at nbarrett@btcatholic.org.

The Office of Life, Dignity, and Justice of the Archdiocese of Atlanta has an immediate opening for a full-time **Pro-Life Advocate**. Under the direction of the Director of Respect Life Ministry, the Pro-Life Advocate will be responsible for assisting in [the](#) carrying out the prolife vision and strategic plan for beginning and end of life issues; organizing and planning local events; organizing college campus/high school outreach programs; spreading prolife initiatives and ministries; providing educational outreach; speaking engagements; supporting and growing parishes Respect Life Groups; participating in Prolife legislation/lobbying; developing monthly newsletters; etc. Qualified candidates must possess a college degree in philosophy/theology OR 2-3 years of relevant experience in advocating for respect for life. A solid formation on the Pro-Life Doctrine of the Roman Catholic Church and strong computer skills and a working knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint, etc.) are fundamental. Interested individuals must be able to demonstrate excellent public relations and interpersonal skills, communicate effectively (both verbally and in writing), and convey and apply the teachings of the Roman Catholic Church regarding respect for life. A cover letter (with salary requirements) and resume should be directed to the Office of Human Resources at catholicjobs@archatl.com.

A Catholic Parish in Northwest Atlanta is seeking a **Musician/Cantor** for one Mass each weekend. The candidate must have a bachelor's degree in music, liturgy or related study and 1 – 5 years of demonstrated successful experience in liturgical music ministry. Interested individuals should be practicing Catholics in full communion with the Catholic Church who are familiar with its liturgical traditions. Qualified candidates must be proficient in piano and must be able to sing and select music that is appropriate for use in the Mass and within the abilities of the congregation. Please send cover letter and resume to Marquita Richburg at catholicjobs@archatl.com.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of August 2019. Thank you.