



# Memo

**Date:** June 22, 2020  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**St. Marguerite d'Youville Catholic Church** in Lawrenceville, is looking to hire a part-time **youth minister** with experience and educational background in youth ministry. Also, we are looking to hire an **accounting** person on a part-time basis. Candidate should be proficient in computer usage, Excel and accounting systems. Please send resumes to Tom Wetzel at [finance@stmdy.com](mailto:finance@stmdy.com).

**Holy Cross Catholic Church** in Atlanta is seeking a part-time **youth minister** for middle school and high school youth. Responsibilities include, coordinating weekly catechetical sessions, assisting volunteer catechists and providing ongoing communications with parents. The youth minister must be a self-starter, possess strong communication and organizational skills, and be a practicing Roman Catholic with knowledge of Catholic Liturgy and sacramental requirements. The ideal youth minister must have experience facilitating virtual teleconferencing classes. Qualified applicants may submit a cover letter and resume to Felicia Tanzosch, Office Manager, at Holy Cross Catholic Church, 3175 Hathaway Court, Atlanta, GA 30341 or [ftanzosch@holycrossatlanta.org](mailto:ftanzosch@holycrossatlanta.org). **No phone calls, please.**

**The Legionaries of Christ** seeks a results-oriented individual with documented successful gift planning experience to join its development team as the **Associate Director of Planned Giving (ADPG)**. The ADPG will manage portfolio of planned giving prospects and take leadership role in developing and implementing strategies to cultivate strong relationships and secure philanthropic gifts. Some of the responsibilities include: identify, cultivate, educate, solicit and steward gift-planning prospects in collaboration with other development staff and/or Regnum Christi members; prepare and present detailed gift planning proposals to prospective donors; collaborate and strategize with locality leadership and RC members to maximize the inclusion

of planned giving options in proposals being developed for prospects; maintain expertise in tax, investment and legal aspects of charitable giving, and articulate this information effectively to donors and their advisors and fundraising staff; work with donors, their advisors and staff in drafting gift agreements as needed; visit prospects individually and/or in conjunction with other local fundraising staff. This position is based in either Roswell, GA or Cheshire, CT and reports directly to the director of planned giving. The right candidate must possess five or more years' of experience in gift planning or a combination of five to ten years in gift planning, estate law, finance or trust services; proven record of accomplishment of creativity, integrity and initiative; deep knowledge in working with Catholic major donors; writing and presentation skills. Technical knowledge of gift, estate and financial planning, and various planning options including outright gifts, securities, insurance, real estate and gifts in kind is preferred. Bachelor's degree required. Advanced degree desirable. Occasional evening and weekend work and travel outside the state needed. Travel requirement is one to two weeks per month. Please send resumes to [careers@arcol.org](mailto:careers@arcol.org).

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