



Development & Communications Associate

Lee Carlson Center for Mental Health & Well-Being is a 501c3 non-profit and the primary provider of outpatient mental health services in Anoka County and surrounding areas. Each year we offer hope and healing to more than 6,000+ individuals and families struggling with a variety of emotional health issues. Services include clinic, home and school-based counseling and individual, family and group therapy as well as psychological testing, assessment and psychiatry.

A beacon of hope and healing for over 40 years, our mission is to provide exceptional and affordable mental health services to families, children, youth, and adults

We are looking to add a Development & Communications Associate to our team!

This position will play an important role in the success of the fundraising and marketing activities of the organization. The position will focus on database and administrative responsibilities, as well as supporting donor, stakeholder and Board of Director communications. The position works primarily with the Chief Development Officer, and will support the Chief Executive Officer, Human Resource Specialist, Finance and other staff members as needed. This position requires work in e-tapestry donor database, Canva, Constant Contact, WordPress and Microsoft Office software. Training will be provided if necessary. This position requires an attention to detail as well as creativity.

This position will primarily office out of the Lee Carlson Center Brooklyn Center Clinic (5540 Brooklyn Blvd). Position requires occasional travel between clinical sites and satellite clinic locations

Qualifications

- Bachelors degree or 3+ years work or volunteer experience in nonprofit development or communications role
- Ability to achieve and maintain status of “not disqualified” upon completion of criminal background studies.
- Ability to work occasional nights and weekends to coordinate special events
- Experience working or volunteering for a nonprofit (preferred)
- Experience with e-tapestry or donor database (preferred)
- Experience with Wordpress, online design and e-marketing platforms (preferred)

Benefits include, but are not limited to:

- Competitive salary based upon experience
- Choice of 2 HealthPartners health plans, dental and vision insurance, employer paid life insurance and long term disability, 403(b) Retirement Account with company match, and Employee Assistance Program available.
- Generous time off, including 3 weeks of personal time, as well as 10 all-agency days off.
- Professional Development Plan supported by the agency
- Organizational commitment to staff wellness, diversity, equity, and inclusion
- Working closely with a team of diverse and committed professionals to make a difference in the community

To apply please send a resume and cover letter with interest to apply@leecarlsoncenter.org

Equal Opportunity Employer - Minorities / Women / Protected Veterans / Disabled.

Lee Carlson Center for Mental Health & Well-Being is an Equal Employment Opportunity/Affirmative Action employer. If you have a disability or impairment and as a result you not able to complete an online application, please contact the Lee Carlson Center for Mental Health & Well-Being Human Resource Department at 763.780.3036 ext 835.

Lee Carlson Center for Mental Health & Well-Being does not discriminate against any qualified applicant or employee because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.