

## ***Grant Coordinator***

Lee Carlson Center for Mental Health and Well-Being is seeking an experienced professional for the position of Grant Coordinator. The Grant Coordinator will lead the organization's fundraising activities with government, foundations, corporations and civic groups including prospecting for opportunities, preparing final proposals and reporting on activities. Experience utilizing donor databases and writing competitive grant requests with a track record of success is required. The Grant Coordinator will also collaborate on the implementation of special events and identify sponsorship and match funding opportunities as well as develop opportunities for constituents and stakeholders to partner in the organization's mission. Ideal candidates will have a Bachelor's Degree or Master's Degree. Certification in fundraising, or non-profits preferred. This position is full-time and benefit eligible including paid time off, holidays, health insurance and more.

To apply send your resume and cover letter by April 15<sup>th</sup> to [redwards@leecarlsoncenter.org](mailto:redwards@leecarlsoncenter.org)