



**LEE CARLSON CENTER™**  
For Mental Health & Well-Being

## **Chief Development Officer (CDO)**

### **Who we are:**

Lee Carlson Center for Mental Health & Well-Being, a 501c3 non-profit, is the primary provider of outpatient mental health services in Anoka County and surrounding area. 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.

### **Job Description:**

Lee Carlson Center for Mental Health & Well-Being seeks an experienced professional for the position of Chief Development Officer (CDO). The Chief Development Officer (CDO) will lead the organization's fundraising initiatives with individuals, foundations, key stakeholders including implementation of events, lead prospecting and operationalizing the fundraising plan.

The CDO also leads marketing efforts maintaining and advancing those initiatives on behalf of the organization.

The CDO will be responsible for the development and maintenance of annual fundraising and marketing plans and actively partner with senior leadership to implement those plans.

The CDO will have a proven track record of implementing successful fundraising events, identifying and engaging new donor partners from individuals to foundations and maintaining existing donor relationships.

The CDO will have a proven track record of partnering with foundations and facilitating funding requests and reporting to foundations.

The CDO will be experienced and comfortable with representing organizational mission and brand with stakeholders as well as overseeing staff, volunteers and 3<sup>rd</sup> party vendors that support fundraising and marketing efforts.

### **Qualifications:**

The ideal candidate will have 5+ years' experience leading non-profit fundraising initiatives and marketing and have at a minimum a bachelor's degree in philanthropy, communications, or non-profit related field with a Master's Degree Preferred. A professional certification in fundraising or non-profit management is also preferred but not required.

**To apply please submit your resume and cover letter with interest to  
[apply@leecarlsoncenter.org](mailto:apply@leecarlsoncenter.org) by January 28, 2021.**