



The Anniston Community Education Foundation (ACEF) is dedicated to helping youth in the targeted communities of Anniston, Alabama attend and succeed in the educational arena. The belief that “every child can and will learn with the proper educational resources” is echoed throughout the Foundation’s work. Anniston Community Education Foundation facilitates partnerships with key stakeholders to increase academic achievement of youth in the targeted communities.

OVERVIEW

Anniston Community Education Foundation seeks a proven professional grant writer. The Grant Writer will collaborate with the Board to establish annual fundraising goals. To accomplish annual fundraising goals, the Grant Writer will identify grant opportunities, complete grant proposals, submit grant proposals in accordance with deadlines, manage grants, ensure follow-up is fulfilled in accordance with grant guidelines and provide reports to the Board as requested. The Grant Writer will develop additional fundraising activities as approved by the Board.

QUALIFICATIONS

- Bachelor’s degree in an appropriate field
- Excellent written and verbal skills
- Strong computer skills
- A minimum of three years of grant writing experience
- Experience writing grants for educational entities preferred
- Marketing experience desired.

APPLICATION PROCESS

Mail the noted documents post marked by March 23, 2018:

- Cover Letter
- Resume (A list of grants written and awarded provided with resume.)
- List of three references (name, address, e-mail, phone)

Mail cover letter, resume, and a list of three references to:

Dr. Sammy Lee Felton

SLF Consulting

P.O. Box 1615

Anniston, Alabama 36202

Finalists will be asked to bring official transcripts and a copy of a grant written by the applicant.

Applicants are asked not to contact board members of Anniston Community Education Foundation.

All inquiries should be directed to Dr. Sammy Lee Felton at 256-282-6121 or feltons@bellsouth.net.