

POSITION DESCRIPTION

Title: Grants Research & Development Coordinator

Department: Grants Department

Job Analysis: July 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Grants & Compliance Manager

Subordinates: None

Internal Contacts: County Commission Staff; Department Directors; Finance & Accounting; Budget; Purchasing; Highway; Emergency Management; other BCC Departments

External Contacts: Local, State, and Federal Agencies; Subrecipients; Consultants; Vendors; General Public

Status: Classified/Non-Exempt (S316)

Job Summary

The Grants Research & Development Coordinator supports Baldwin County's decentralized grant environment by identifying funding opportunities, coordinating pre-award activities, and assisting departments in developing competitive, compliant grant applications. This position conducts research, reviews Notices of Funding Opportunity (NOFOs), prepares summaries of requirements, and ensures proposals align with County policies, procurement rules, and federal and state regulations.

The Coordinator works closely with County departments, Finance, Budget, and Purchasing to ensure grant proposals are accurate, complete, and structured to support successful post-award compliance. This role strengthens the County's ability to pursue strategic funding and reduces risk by ensuring compliance considerations are addressed early in the grant lifecycle.

Job Domains

Grants Research & Opportunity Identification

1. Conducts ongoing research to identify federal, state, and private grant opportunities aligned with County priorities.
2. Reviews and analyzes NOFOs, guidelines, and eligibility criteria.
3. Prepares summaries of funding requirements, timelines, match obligations, and compliance considerations.
4. Maintains a centralized database of active, upcoming, and recurring grant opportunities.
5. Communicates opportunities to departments and provides guidance on feasibility and alignment.

Pre-Award Coordination & Proposal Development

1. Assists departments in preparing grant applications, narratives, budgets, and required attachments.
2. Ensures proposals comply with funding agency requirements, procurement laws, and internal policies.
3. Coordinates with Finance and Budget to confirm budget accuracy, allowable costs, and match documentation.
4. Reviews draft applications for completeness, accuracy, and compliance prior to submission.
5. Supports multi-department grant initiatives and collaborative proposals.

Interdepartmental Support & Communication

1. Serves as a resource to departments seeking grant funding.
2. Facilitates communication between departments, Finance, Budget, Purchasing, and external partners.
3. Provides training and guidance on grant development best practices.
4. Assists the Grants & Compliance Manager in developing County-wide grant procedures, templates, and reference materials.
5. Provides project-level support for major federally funded initiatives — such as disaster recovery programs (including TRACE), opioid settlement administration, or other large-scale grant programs — by assisting with coordination, documentation, consultant communication, and compliance-related tasks as assigned.

Documentation & Recordkeeping

1. Maintains organized records of proposals, submissions, award notifications, and related documentation.
2. Tracks deadlines, reporting requirements, and renewal opportunities.
3. Ensures accurate handoff of awarded grants to the Grants & Compliance Manager and Grants Compliance Accountant for post-award oversight.
4. Supports documentation needs for audits, monitoring, and reimbursement requests.

Compliance & Risk Mitigation

1. Identifies compliance risks early by reviewing funding requirements and allowable cost principles.
2. Ensures proposed activities align with federal Uniform Guidance, state requirements, and County policies.
3. Assists in preparing documentation needed for audit readiness and monitoring reviews.
4. Supports departments in understanding pre-award compliance expectations.

Systems, Documentation & Process Improvement

1. Maintains grant development templates, checklists, and reference libraries.
2. Supports process improvements to strengthen internal controls and improve efficiency.
3. Assists with implementation and use of grant management tools and databases.
4. Identifies opportunities to streamline workflows and enhance cross-department coordination.

Other Responsibilities

1. Prepares special reports, summaries, and analyses as required.
2. Represents the County at meetings, workshops, and conferences related to grant development.
3. Performs additional duties as assigned.

Knowledge, Skills, and Abilities

1. Strong research, analytical, and writing skills.
2. Knowledge of federal and state grant processes, including pre-award requirements.
3. Ability to interpret NOFOs, grant guidelines, and compliance requirements.
4. Ability to prepare clear, accurate grant narratives and budgets.
5. Strong organizational skills and ability to manage multiple deadlines.
6. Ability to work collaboratively with departments and external partners.
7. Familiarity with federal Uniform Guidance (2 CFR 200) preferred.
8. Proficiency with word processing, spreadsheets, and databases.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County for training, meetings, or conferences.
3. Commitment to maintaining confidentiality and professional integrity.

Minimum Qualifications

1. Bachelor's degree in Public Administration, Business, Finance, Communications, or related field preferred.
2. Two (2) years of experience in grant writing, grant coordination, research, or related work.
3. Experience preparing budgets or financial documentation preferred.
4. Equivalent combination of education and experience may be considered.