

POSITION DESCRIPTION

Title: Grants & Compliance Manager
Department: Grants
Job Analysis: May 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: Director of Finance
Subordinates: All Grants & Compliance Division employees
Internal Contacts: County Commission Staff, Department Directors, Finance & Accounting, Budget, Purchasing, Engineering, Emergency Management
External Contacts: Local, State, and Federal Agencies; Subrecipients; Consultants; Vendors; General Public
Status: Classified/Exempt (S319)

Job Summary

The Grants & Compliance Manager is responsible for overseeing Baldwin County's decentralized grant support model, ensuring technical compliance with federal and state regulations, and coordinating countywide grant processes from application through closeout. This position provides expert guidance to departments, manages compliance and documentation standards, oversees the Schedule of Expenditures of Federal Awards (SEFA) coordination, and ensures adherence to Uniform Guidance and other regulatory requirements. The Grants & Compliance Manager supervises grants staff and serves as the County's primary subject-matter expert for grant compliance, reporting, and risk mitigation.

Job Domains

Grants Management & Coordination

1. Oversees countywide grant support, ensuring consistent processes for application, budgeting, documentation, reporting, and closeout.
2. Provides technical assistance to departments in identifying, developing, and preparing competitive grant applications.

3. Coordinates multi-department grant initiatives and ensures alignment with County priorities.
4. Reviews grant proposals for compliance with funding agency requirements, procurement laws, and internal policies.
5. Ensures proper account coding for grant revenues and expenditures in coordination with Finance, Budget, and Purchasing.
6. Maintains countywide grant tracking systems, calendars, and documentation standards.
7. Oversees preparation and submission of required grant reports, reimbursement requests, and supporting documentation.

Federal & State Compliance

1. Serves as the County's subject-matter expert for federal Uniform Guidance, state requirements, and agency-specific compliance rules.
2. Ensures grant expenditures comply with procurement laws, contract terms, and allowable cost principles.
3. Oversees subrecipient monitoring, including risk assessments, documentation reviews, and corrective action follow-up.
4. Coordinates with departments and consultants on disaster recovery programs, such as ARPA, Opioid Settlement, TRACE, CDBG, and other federally funded initiatives.
5. Develops and maintains compliance procedures, checklists, and internal control standards for grant-funded activities.
6. Monitors program performance against goals and recommend modifications as needed.

SEFA, Audit, and Reporting

1. Coordinates countywide SEFA (Schedule of Expenditures of Federal Awards) data collection with Accounting and Financial Reporting.
2. Ensures accuracy of federal award reporting, documentation, and audit readiness.
3. Works directly with external auditors to support the Single Audit and other compliance reviews.
4. Ensures grant accounting records are accurate, reconciled, and supported by required documentation.
5. Oversees preparation of compliance reports, financial reports, and supporting schedules.

Leadership & Supervision

1. Supervises All Grants & Compliance Division employees.
2. Provides training, guidance, and technical support to County departments on grant development and compliance.
3. Establishes performance expectations, monitors workload, and ensures high-quality service delivery.
4. Supports professional development and succession planning within the Grants & Compliance Division.

Systems, Documentation & Process Improvement

1. Maintains centralized grant documentation systems, templates, and reference libraries.
2. Leads process improvements to strengthen internal controls, reduce risk, and improve efficiency.
3. Ensures consistent use of grant management tools, databases, and reporting systems.
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 grants and compliance.
3. Performs additional duties as assigned.

Knowledge, Skills, and Abilities

1. Excellent verbal and written communication skills.
2. Strong knowledge of federal Uniform Guidance, state grant requirements, and agency-specific regulations.
3. Ability to analyze complex grant applications and interpret financial and compliance data.
4. Skilled in grant writing, reporting, and documentation management.
5. Strong organizational and project management skills.
6. Ability to manage multiple projects and meet deadlines.
7. Ability to work independently with excellent time management.
8. Ability to establish and maintain effective working relationships with County staff, subrecipients, auditors, and the public.
9. Skilled in the use of computers and software related to job functions (word processing, spreadsheets, 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. Five (5) to seven (7) years of experience in grant management, federal compliance, or related fields.
2. Experience with federal Uniform Guidance and Single Audit requirements preferred.
3. Bachelor's degree in Public Administration, Accounting, Finance, or related field preferred.
4. Experience preparing budget and financial reports preferred.