

Champaign County Job Description

Job Title: Grant Coordinator

Department: Administrative Services, County Executive's Office

Reports to: Director of Administration

FLSA Status: Exempt

Grade Range: G

Prepared Date: December 2025

SUMMARY

The Grant Coordinator shall coordinate and oversee grant applications and their management processes including identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, collaborating on grant applications with various community organizations and government agencies, and providing supervisory, strategic, and compliance oversight for all County grant activity.

PRIMARY DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Collects, assesses, and provides information related to external funding sources for all County departments.
- Leads the application process for grants through the County Executive's Office.
- Provides guidance on what grants to pursue after analyzing cost, overhead, sustainability, and programmatic impact.
- Responsible for application and overall oversight of management and reporting for all County grants initiated by the County Executive or the County Board.
- Supervises and provides direction to grant support staff responsible for post-award grant management, reporting, and compliance.
- Establishes grant management standards, templates, workflows, and internal controls to ensure compliance with federal, state, and private funding requirements.
- Reviews and approves grants reports, amendments, and closeout materials prior to submission.
- Oversees grant tracking systems, reporting schedules, and compliance processes to ensure accuracy and timeliness.

- Provides administrative support on all ARPA funded projects.
- Provide regular updates to the County Executive and County Board regarding the status of grants and other external funding opportunities.
- Assist with social media content and management.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to supervise staff, delegate responsibilities, and review work for accuracy and compliance.
- Ability to interpret and apply complex grant agreements, regulations, and compliance requirements.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a major in a field that supports grant writing skills from an accredited four-year college or university or equivalent experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position requires lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. A significant portion of the workday is sitting

or standing, with sporadic walking, the sitting would require pushing and pulling of arm or leg controls.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

NOTE

This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.