

Grants & Contracts Specialist Position Announcement

About the Organization

The Maryland Coastal Bays Program (MCBP) is a non-profit 501(c)(3) organization dedicated to the conservation and protection of the waters and surrounding watershed of Maryland's Coastal Bays to enhance their ecological value and sustainable use for both present and future generations. As one of 28 National Estuary Programs throughout the country, MCBP works through partnerships with local, state, and federal agencies, municipalities, non-profit organizations, businesses, community groups, and others to improve water quality, restore habitat, conduct strong science, and encourage stewardship.

About the Position

MCBP is seeking a Grants & Contracts Specialist to support the administration of the organization's growing portfolio of grants, contracts, subawards, and other funding agreements. This is a regular full-time, in-person position (40 hours weekly) based at the MCBP office in Berlin, Maryland and reporting to the Executive Director.

The Specialist will work closely with MCBP's Finance Manager and program and project staff to help ensure grants, contracts, procurements, and related financial and reporting requirements are managed consistently and accurately. The position will serve as a link between programmatic work, grant and contract requirements, and MCBP's financial and administrative systems.

Key Responsibilities

- Maintain an organization-wide system for tracking grants and other funding agreements, including budgets, deadlines, deliverables, reporting, reimbursement requirements, and other award conditions.
- Coordinate administrative and financial grant reporting and reimbursement documentation, working with program and project staff responsible for technical and programmatic reporting.
- Work with staff and the Finance Manager to track grant and project expenditures and ensure expenses, staff time, and personnel costs are appropriately documented and allocated to applicable funding sources.
- Support grant applications by coordinating deadlines, requirements, budgets and budget narratives, standard organizational information, forms, attachments, and other administrative components. Program and technical staff will remain responsible for subject-matter content.
- Coordinate contracts, subawards, and procurements, including working with project staff to develop scopes of work; drafting contracts, subawards, amendments, RFPs, IFBs, and related documents; coordinating legal review and approvals; tracking requirements and deadlines; and maintaining complete records.
- Use QuickBooks and other financial systems to support expenditure tracking, reimbursement requests, financial reporting, and allocation of expenses across funding sources.
- Cross-train on designated financial functions and serve as backup for routine financial operations, including payroll processing and credit-card administration, as needed.
- Maintain organized, audit-ready grant, contract, procurement, subaward, and supporting financial documentation, and help develop consistent organizational procedures and templates.

Desired Experience and Qualifications

- Bachelor's degree in business, public administration, finance, nonprofit management, or a related field; OR at least three years of relevant professional experience in grants administration, contracts, procurement, financial administration, or a related field.
- Strong organizational, written, and verbal communication skills, with excellent attention to detail and the ability to manage multiple priorities and deadlines.
- Ability to interpret and apply grant, contract, procurement, and administrative requirements and to work collaboratively with staff across different programs and areas of expertise.
- Ability to exercise sound judgment, take initiative, and handle financial and other confidential information appropriately.
- Proficiency with standard office software and ability to learn and use QuickBooks and other financial and grant-management systems.

- Valid driver's license and ability to operate an MCBP vehicle for occasional work-related travel.

Preferred experience includes administering federal, state, local, or private grants; federal grant and procurement requirements; contracts or subawards; grant budgeting, reimbursement, financial reporting, or audit documentation; QuickBooks; and work in a nonprofit, government, or other grant-funded organization.

Compensation

The salary range for this position is \$57,000-\$62,000 annually, commensurate with experience and qualifications. This position offers the opportunity to enroll in a cost-share health benefit package that includes health, dental, and vision coverage, and enrollment in an employee-funded 403(b) retirement plan. The position will receive holiday, vacation, personal, and sick leave.

The Grants & Contracts Specialist is a regular full-time position and is subject to the MCBP Employee Handbook, Safety Policies, Background Check, Fiscal Policy, and all other applicable MCBP policies.

Application Process

Interested applicants are encouraged to submit a cover letter describing their interest and relevant qualifications and a professional resume as a single PDF document to mcbp@mdcoastalbays.org. Please include your name in the document title. References will be requested from final candidates.

Application deadline: November 6, 2026

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.

The Maryland Coastal Bays Program is an equal opportunity employer.