Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Grant Writer

JOB CODE	JOB FAMILY	PROFILE
JCP221	**Financial Services**	**Grant Writer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**August 25, 2026**

The Grant Writer researches, develops, writes, and manages grant applications to support Law Enforcement and other County initiatives. This position identifies viable federal, state, and private funding opportunities that align with the County's mission, vision, and values. It coordinates the preparation, submission, and tracking of grant applications and supports compliance with grant requirements. The Grant Writer establishes efficient systems, metrics, and processes for grant administration, maintains effective working relationships with internal departments and external partners, and serves as a liaison on grant-related committees.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as the County's central grant administrator, supporting departments and developing systems to track, manage, and report on grant activities.
- Builds partnerships with internal and external stakeholders and distributes relevant grant opportunities to appropriate personnel.
- Coordinates with the County's federal lobbyist on grant searches, including obtaining letters of support, engaging with awarding agencies, and following up on application status and correspondence.
- Organizes and facilitates quarterly Grant Review Committee meetings in compliance with Administrative Instructions; prepares agendas, rosters, discussion summaries, and action items.
- Maintains a centralized process for grant submissions through the Grant Administrator's Office; ensures applications comply with administrative instructions and fiscal requirements and are submitted accurately and on

time.

- Provides grant-related training, workshops, and resources to County staff; shares information about current and emerging funding sources.
- Writes and reviews grant proposals; supports departments with technical assistance in proposal development, application workflows, and submission processes.
- Reviews and interprets relevant guidelines and administrative instructions; gathers feedback from departments and monitor compliance.
- Represents the County on grant-related committees, task forces, and working groups as assigned.
- Serves as the County's point of contact for federal grant application systems and databases.
- Identifies funding opportunities aligned with departmental goals and collaborates with departments on preparing and submitting applications.
- Develops tools and methods to monitor grant performance and ensures compliance with applicable laws, regulations, and program requirements.
- Collaborates with the Accounting Department and helps lead the County's grant coordination efforts through the Grant Hub Committee.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Economics, Communications, Journalism, or a related field.
- Two (2) years of work experience in an administrative role in grant writing, application, administration, or technical writing.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential job duties are performed indoors in climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- Works alone primarily, with or without directions. Works with a group at times, and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork are handled in performance of essential job duties.