



July 15, 2026

Position Announcement
Grant Manager
EXTENDED DEADLINE

Job Announcement

The North Carolina Coastal Federation is currently seeking a Grant Manager. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast through education, advocacy, and habitat restoration and preservation. This position will report to the Coastal Federation's Headquarters located in Newport, North Carolina.

Title: Grant Manager

Classification: Full-time, Exempt

Recruitment Range: \$55,000 to \$68,000, commensurate with experience

Work Location: Newport, NC

Closing: July 31, 2026

SUMMARY: The Grant Manager supports the Federation's coastal restoration, conservation, and policy programs through grant writing support, GIS mapping and analysis, and coordination of grant-related contracts, reporting, and subawards. This position plays a key role in helping secure funding for complex environmental initiatives by coordinating proposal development based on input from multiple staff and partners, producing high-quality maps and visual materials, and supporting contractor, consultant, and partner relationships. The position also coordinates reporting of project outcomes to funding sources.

The position requires strong organizational and project management skills, attention to detail, the ability to manage multiple priorities and deadlines, and familiarity with coastal science, environmental restoration, and collaborative partnership-based work. The position is a member of the Program team and reports to the Chief Program Officer. The position is located at the organization's headquarters in Newport, North Carolina.

PRINCIPAL RESPONSIBILITIES:

Grant Writing and Proposal Development (Approximately 50%)

- Assist with the development, writing, editing, and submission of grant proposals and funding applications.

- Coordinate proposal materials, supporting documents, budgets, attachments, and deadlines across multiple programs and partners.
- Work with program staff to gather technical information, project descriptions, schedules, maps, and supporting data for proposals and reports.
- Track grant opportunities, submission timelines, and reporting requirements.
- Assist with preparation of grant reports, progress updates, and other funding-related communications.
- Support coordination among internal staff, agencies, consultants, and project partners during proposal development and grant implementation.
- Maintain organized grant files and records.

GIS Mapping and Spatial Products (Approximately 30%)

- Produce GIS maps, spatial analyses, ESRI web applications, and other visual materials to support grant applications, reports, presentations, outreach, and project planning.
- Maintain, integrate and organize spatial datasets related to coastal restoration, water quality, habitat, resilience, and related program work.
- Assist staff with mapping needs for restoration and conservation projects.
- Prepare clear, accurate, and visually effective mapping products for both technical and public audiences.
- Support development of geospatial data collection and management workflows.

Grant-Related Contracts and Subawards Management (Approximately 20%)

- Draft and review grant-related contracts, consultant agreements, and subawards.
- Coordinate grant reports and outcomes to funders.
- Assist with reviewing legal agreements for regulatory compliance.
- Maintain organized records for all grant-related legal agreements.
- Complete other duties as assigned.

COMPETENCIES:

- Advanced proficiency using ESRI web applications, with the ability to independently develop high-quality maps, spatial analyses, data visualizations, StoryMaps, dashboards, and other web-based GIS products.
- Demonstrated ability to manage multiple projects, competing priorities, and deadlines while maintaining a high level of accuracy and attention to detail.
- Excellent writing, editing, proofreading, and organizational skills, including the ability to synthesize technical information for diverse audiences.
- Ability to research, interpret, and follow grant guidelines, funding requirements, and contractual obligations.

- Strong project management and coordination skills, including the ability to track deliverables, schedules, budgets, and reporting requirements.
- Ability to work independently with minimal supervision while collaborating effectively with interdisciplinary teams, partners, consultants, and funding agencies.
- Strong attention to detail, critical thinking skills, and commitment to producing high-quality work products.
- Familiarity with remote sensing, LiDAR, drone imagery, or spatial modeling is a plus.

EDUCATION and EXPERIENCE:

- Bachelor's degree in environmental science, geography, planning, natural resources, public administration, coastal science, or related field; or equivalent professional experience.
- Experience supporting grant development, proposal writing, or related administrative functions.
- Experience working with environmental, conservation, coastal management, natural resource, or public-sector programs preferred.
- Experience coordinating projects involving multiple partners, contractors, agencies, consultants, or stakeholders preferred.
- Experience using GIS software, including ArcGIS Pro and ArcGIS Online, to develop maps, conduct spatial analysis, and manage geospatial data required.
- Strong personal environmental ethic and commitment to the mission of the North Carolina Coastal Federation.

To Apply: If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and programs and then email a cover letter, resume and three references to hr@nccoast.org (**no phone calls please**). In the cover letter, please outline your skills, abilities and interest in the Grant Manager position.

Deadline to apply: July 31, 2026

North Carolina Coastal Federation - Headquarters
 3609 Highway 24 (Ocean)
 Newport, NC 28570
hr@nccoast.org

Equal Employment Opportunity

The North Carolina Coastal Federation is committed to equal opportunity in employment and recognizes the value of a diverse workforce and organization. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin,

sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.