



Title: Contract Specialist

Department: Legal & Contract Services

Business Unit:

Reports to: Director, Contract Services & Public Records

FLSA: Non-Exempt

Pay grade: 3/4

Last updated: 07/2026

Position Summary

The Contract Specialist reviews, drafts, processes, and finalizes Michigan Economic Development Corporation (MEDC) and Michigan Strategic Fund (MSF) contracts, grants, amendments, memorandums of understanding, proposals, and confidentiality requests. This role is responsible for implementing and supporting contract services processes in collaboration with MEDC business units, attorneys, and executive leadership. This position creates, implements, and monitors documentation in accordance with applicable legislation, policies, and organizational requirements. The Contract Specialist maintains reporting systems to track business unit submissions, manages contract and project workflows, and develops reports to support Legal staff and leadership. The role also supports contract lifecycle activities, ensures timely completion of priorities, and contributes to the development of consistent processes, training, and best practices across the Contract Services function.

Position Progression

Title	Pay Grade	FLSA
Contract Specialist	3	Non-Exempt
Senior Contract Specialist	4	Exempt

Principal Duties and Responsibilities

These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The below statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Title	Principal Duties and Responsibilities
Contract Specialist	• Drafts, reviews, processes, and finalizes MEDC and MSF contracts, grants, loans, amendments, memorandums of understanding, and programmatic agreements. • Assists Legal staff with special projects, including drafting agreements, conducting research, and supporting development of legal documentation. • Communicates and meets with MEDC business units regarding contract and grant management, ensuring alignment of documentation with business needs and requirements. • Creates and maintains daily, weekly, and monthly tracking reports for the Contract Services unit and provides regular status



Title	Principal Duties and Responsibilities
	updates to the immediate supervisor and General Counsel. • Completes contract and project priorities as set by the immediate supervisor, managing assigned case types and workflows within established timelines. • Assists in conducting informational and training sessions for MEDC business units on contract services processes; supports cross-training of team members to ensure consistent coverage. • Collaborates with the immediate supervisor to develop and implement best practices, policies, and standardized procedures across business units. • Coordinates and monitors the Request for Proposal (RFP) process, including drafting, finalizing, revising, and tracking documents as needed. • Collects, reviews, and tracks department documentation submitted by incentive awardees, including due diligence materials and required legal documentation. • Identifies opportunities for improvement of business practices, workflows, and documentation processes within the department and supports implementation. • Identifies and helps mitigate potential legal, financial, and compliance risks within contracts and supporting documentation. • Performs other related duties as directed.

Supervisory Responsibilities:

No supervisory responsibilities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently remains in a stationary position and operates or handles computers and office equipment, including copy machines and cell phones. Occasional standing, walking, reaching, or bending may be required. The employee must be able to communicate information and ideas effectively to ensure understanding and facilitate the exchange of accurate information. The ability to perceive, process, and interpret information in various formats is required to perform essential job functions. Specific vision abilities required include close vision and the ability to adjust focus, especially when working on a computer screen and with small numbers.

Work Environment:

The noise level in the work environment is usually quiet. In-office work is required for this position, in accordance with organizational work assignment policies.

Travel Requirements

No travel required.





Employment Qualifications

The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Education:

This position requires a bachelor's degree from a four-year college or university in Business Administration, Accounting, Finance or a related field; or an equivalent combination of education and experience.

Experience:

Title	Experience
Contract Specialist	Two years of related experience. Experience in a business or financial environment that provides exposure to business contract procedures and internal controls; Basic familiarity and experience with contract law and Business Corporations Act preferred.

Certificates, Licenses, or Registrations:

None required.

Other Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of contract documentation, business processes, and internal controls.
2. Knowledge of word processing, spreadsheets, presentation, and database software.
3. Ability to read, analyze, and interpret contractual documents, policies, and procedure manuals.
4. Ability to draft contracts, reports, and general business correspondence.
5. Ability to manage and prioritize multiple assignments and contract workflows.
6. Ability to apply common sense and critical thinking to solve problems involving multiple variables.
7. Ability to identify risks and ensure compliance with legal and organizational requirements.
8. Ability to establish and maintain positive working relationships with internal stakeholders and teams.
9. Ability to communicate effectively both verbally and in writing, including presenting information to groups.
10. Ability to maintain a high level of attention to detail and accuracy in all work.