



Grant Coordinator

Status: Full-time

Location: Chicago-based employee with both in-person (office location is 200 W Madison St., Chicago IL 60606 through May 2026; thereafter 111 N. Canal) and virtual work is required. You must be able to work in the United States as Current does not yet have visa sponsoring capabilities.

Compensation: Salary range \$69-75k commensurate with experience

Role Structure: Reports to Current's Associate Operations Director; works collaboratively across Current's team and with a range of external partners, including members of the six-state Great Lakes RENEW coalition. Will manage contractors and interns. Significant room to evolve the role with increasing responsibilities and leadership as Current and Great Lakes RENEW grow and mature.

Benefits include: Health/vision/dental plans, unlimited PTO, parental leave, life insurance, retirement match (1:1 employer match up to 5% of salary), flexible work-from-home opportunities, and a dynamic and supportive work environment.

Application Deadline: April 22, 2026

To apply: Please complete our online application [HERE](#). **Do not forget to upload your CV/resume!**

JOB DESCRIPTION

Current is looking to hire a grant coordinator to support a portfolio of programs and grants. The Grant Coordinator position is a new role, and will provide operational

support for Current's grantmaking and grant administration activities, assisting with the preparation and submission of grant proposals and the management of awarded funds. The role includes supporting leadership through the entire grant lifecycle, from pre-award to program closeout. The coordinator will support our Technical Program and Translation "core functions." This role works closely with program, finance, and leadership staff to coordinate proposal materials, maintain grant records, and support the administration of subawards and related agreements. The position helps ensure that grant-funded projects remain organized and compliant by tracking deadlines, maintaining documentation, and supporting reporting and communication with funders and partners, meeting our mission to deliver programs and impact in the Great Lakes region and beyond.

Key Responsibilities

Duties related program management (85%):

- Maintain grant award and subaward documentation and internal tracking systems.
- Draft and amend subaward agreements and related grant agreements using approved organizational templates.
- Monitor grant-funded activities, including deliverables, reporting deadlines, and compliance requirements. Facilitate the reporting process for a portfolio of grants.
- Track program expenditures through internal platforms and coordinate with finance and program staff to monitor budget status, escalating issues as appropriate.
- Provide budget updates to program staff on a regular basis to support successful implementation; manage no-cost extension requests, initiate corrective actions, navigate subaward changes, and amendments to subawards to partners.
- Draft grant progress and final reports and collect required programmatic and financial information from internal stakeholders.
- Maintain documentation required for grant and subaward compliance, monitoring, and audit purposes.
- Maintain grant management databases, calendars, and document repositories, and compile performance data for grant-funded programs.

- Facilitate the development and publication of RFPs, calls for proposals and other funding opportunities Current will lead.

Duties related to grant proposals (15%):

- Coordinate and collect required grant proposal documentation from program and finance staff.
- Compile and prepare grant proposal materials as needed and support submission.
- Assist with preparation of grant proposal budgets and required financial documentation.
- Other duties as assigned

Required Qualifications

- 2-3 years of experience in federal grants, nonprofit administration, research, or program support, including experience with Uniform Guidance.
- Bachelor's degree in Public Policy, Finance, Business Administration, Public Administration, or a field related to the portfolio.

Preferred Qualifications

- Experience working with water technology, R&D, and/or business development
- Experience working on National Science Foundation, Economic Development Administration, National Oceanic and Atmospheric Administration and/or Department of Labor
- Experience with Microsoft Office, G-Suite, grants management platforms (Amplifund, EDGE, and other federal platforms), Quickbooks

What We're Looking for - Skills & Experiences:

- Ability to both work independently as well as collaboratively on a team.
- Strong and clear communicator, with the ability to translate and distill complex concepts to many different audiences.
- Excellent organizational and project management skills. Ability to handle multiple priorities, organize, plan, meet deadlines and multi-task in a fast-paced start-up environment.
- Ability to carefully follow procedures.
- Experience with producing reports and delivering professional presentations.
- Ability to think on the go and good problem-solving skills.

What we're looking for - Values and Attributes:

- **Passion for Current's mission and values.** You have a deep, shared commitment to the things we are passionate about: environmental stewardship; economic opportunity; technology, innovation, and entrepreneurship.
- **Positive and collaborative work ethic.** You have a drive to succeed for and with our team and partners and to lift up the people, organizations, and businesses that share our goals.
- **Network orientation.** You value relationships beyond one-off transactions and understand that in this long-term, system change work, effectiveness depends on the breadth and depth of our relationships.
- **Creative approaches to problem solving.** You know that the first idea isn't usually the best, and you know how to push yourself and your team to come up with new approaches.
- **Curious and learning oriented.** You want to understand your successes as well as your failures, and you're fueled by curiosity about the unknown. Everyone on our team is constantly asking questions about how the world works and how we can improve it. Comfort with ambiguity. You have a flexible and agile approach to big and small challenges and understand that progress is often nonlinear. You're willing to adapt and help Current adapt to be more resilient to our changing landscape.
- **Accountability and humility.** You're comfortable owning responsibility for a project's execution, but happy to share credit for the final team product. You are motivated by your team's opportunities and successes, and to support the whole team in tasks that contribute to individual and team goals.
- **Empathetic leadership.** You understand that our diverse partners across government, community, university, and industry face diverse challenges in their own work, and you listen to understand and build bridges.
- **Results orientation.** You find ways to track and measure what matters in your work, and in Current's work. You're rigorous about sharing those results with the team and when appropriate, our partners.

WHO WE ARE

[Current](#) is a water innovation hub working to grow a circular blue economy, accelerate water innovation, and solve pressing water challenges. Chicago is our freshwater home

but our cross-sector partnerships stretch across Illinois, the Great Lakes region, and the world. We want to export our home-grown solutions to help solve the world's water challenges and bring the best ideas from around the world to solve ours.

In early 2024, Current led the successful launch of [Great Lakes RENEW](#), a regional, cross-sector coalition that was announced as one of nine inaugural National Science Foundation (NSF) Regional Innovation Engines nationwide. Great Lakes RENEW (Recovery of Energy, Nutrients, critical Elements, and Water) is addressing a critical challenge: conventional wastewater treatment systems weren't designed to recover valuable resources or remove dangerous contaminants from our water. To solve this challenge, RENEW is leading the transition to a circular blue economy by driving innovation, economic growth, and workforce development in the Great Lakes region.

What do Current's team members love about working at Current?

- Working on high-impact projects and knowing that our work is contributing solutions to major environmental and economic challenges
- Opportunities to connect with high-level leaders across multiple industries. Valuable network building and learning
- Collaborating with others who share a passion for water, the environment, and creating economic opportunity
- Flexible working hours and environment and respect for life-work balance
- A culture that is welcoming, curious, collaborative, collegial, and committed to continuous improvement
- The start-up energy of our organization, fluid and dynamic and evolving with significant opportunity to advance and grow from within.

OUR VALUES:

Our values build the foundation of our organizational culture; our values ground and support us and our efforts to deliver on Current's mission.

- **Collaboration.** Current knows that reaching consensus and building trust are key aspects of maintaining and improving our access to clean water. This requires diplomacy and communication to gain the needed insights from a wide variety of project partners. Our work is powered by partnerships. Collaboration begins with listening and setting tables where diverse views, perspectives, and needs can be shared safely in the spirit of developing common solutions.
- **Creativity and Innovation.** Creativity and innovation require environments

where diverse perspectives and ideas can be freely shared and debated. Everyone on our team should feel the freedom to question, to learn, to experiment, and to fail.

- **Inclusion.** To solve persistent water challenges and build a stronger blue economy, we need diverse perspectives on both problems and solutions. We value diversity in our team and among our partners, at our tables and in our audiences. We strive to ensure that our work benefits our community.
- **Expertise:** Current maintains a sophisticated understanding of the state of the art in water technology. This field of study changes every day, requiring both deep knowledge and a willingness to adjust our understanding based on new discoveries.
- **Independence:** Current is a nonprofit that is not beholden to any stakeholders but rather has established a mission of advocating for sustainable water solutions that help the public at large.
- **Justice.** We acknowledge that justice – racial justice, social justice, economic justice, gender justice – is fundamental to our work of building a healthier economy and environment. We aim to identify the injustices that create barriers to our work, and to make diligent strides to remedy them.
- **Risk-seeking:** Current is not an advocate for the status quo. It's an advocate for the wise use of water to sustain the Earth's population – a mission that requires us to think big and act aggressively to see what works and what doesn't. If we're waiting for guarantees that a new approach will work, we'll never try anything different. Rational risk-taking is part of our ethos.
- **Sustainability.** Through our work and in our daily practices, we strive to conserve and reuse our natural resources, to meet present needs with minimal cost to future generations.

PARTNER PROMISES

- We promise to discover and promote new approaches and technologies that help solve water challenges. A combination of well-defined mission and professional curiosity drive us to find and share the best answers for difficult problems.
- We promise to challenge old thinking. One of Current's primary missions is to build trusted partnerships to help achieve breakthroughs that go beyond the status quo.
- We promise to keep an open mind: Current believes that attitude and outlook are important. Being receptive to new ideas and constantly seeking new

sources of information are the only ways to stay at the forefront of our fields.

- We promise to be a strong partner. Current takes a hands-on approach to the projects it chooses and makes long-term investments in them.
- We promise to take care of our environment. Current is in the sustainability business. We never forget the fact that today's decisions can have major impacts in the world that people encounter decades from now.
- We promise to be an unbiased advocate for the best water solutions. While we work with many partners, our greatest duty is to the public at large and their quality of life. We will always be an honest broker.

READ MORE:

- Read Current's [2025 Impact Report](#)
- Download [Upstream IL: Strategies to Boost Illinois' Blue Economy](#), Current's blueprint for inclusive growth and innovation in the blue economy
- Access [H2NOW](#), real-time water quality monitoring for the Chicago and Calumet rivers, and read our [2024 H2NOW Chicago Impact Report](#)
- For more information on Great Lakes RENEW, our National Science Foundation-backed Regional Innovation Engine, please visit greatlakesrenew.org
- Follow us on social media: [LinkedIn](#) | [Instagram](#)
- Stay up to date by subscribing to Current's [monthly newsletter](#)