

# WE'RE HIRING

## Grant Writers

The LIGHT Movement is seeking a Grant Writing Intern who will be responsible for assisting the Co-Executive Director and financial circle (consisting of board members, volunteers, and interns) in writing and submitting grants.

Guided by current marketing volunteers (with full-time marketing roles outside of LIGHT) and The Light Movement founder (who has 25+ years of experience operating her own business as a grief psychotherapist), you'll earn hands-on experience growing a real non-profit brand, while helping LIGHT achieve its goals.

The LIGHT Movement was founded in 2023, and became a non-profit in 2024. It was created to remind people they are not alone in their grief. Learn more at [lightmvmmt.com](http://lightmvmmt.com).

### PRIMARY DUTIES MAY INCLUDE

- Writing, editing, and submitting letters of inquiry
- Writing, editing, and submitting full grants proposals and applications
- Researching potential grantors
- Gathering and/or creating supplemental documents for grant applications
- Attending internal and external meetings related to grants
- Creating and/or updating grant database
- Participating in weekly meetings with intern cohort
- Participating in weekly one-on-one meetings with supervisor

### OTHER DUTIES MAY INCLUDE

- Creating and/or modifying program budgets
- Writing, editing, and submitting grant progress reports
- Assisting with developing partnerships with other organizations

### RECOMMENDED SKILLS FOR AN IDEAL CANDIDATE

- Eager to learn new skills
- Able to work independently and collaboratively
- Strong writing skills and understanding of English language
- Experience with technical writing or willingness to learn
- Strong organizational skills
- Able to accept constructive feedback

### IMPORTANT TO KNOW

- Pay: Unpaid
- Hours: ~8-16/week
- Dates: ASAP
- Location: Remote/Hybrid

#### LIGHT Goals:

- Remind people they are not alone.
- Teach somatic-based tools to support mind-body integration, leading to meaning-making and purpose in grief.
- Provide other support and resources to support people in their grief.
- Stand in solidarity for all people and all types of grief.

If you are interested in this position, please send your resume & a paragraph or two about why you're interested in being a LIGHT Grant Writing Intern to:

[info@lightmvmmt.com](mailto:info@lightmvmmt.com)

We look forward to hearing from you!

