PROJECT MANAGER, GRANTS AND PARTNERSHIPS

ABOUT LIGHTEN

LightEn is an expanding global educational foundation, dedicated to the evolution of individual and collective consciousness. LightEn supports many forms of spiritual education. It is non-denominational and serves to help humanity embody its highest potential. LightEn's intention is that, through gifting various forms of spiritual education around the world, we begin to usher in new paradigms. LightEn currently does this through three core pathways:

(1) **Content**: curating and creating spiritual educational content, freely available to all;

(2) **Grantmaking**: supporting individuals and organisations whose work and wisdom aligns with LightEn's vision; and

(3) **Centres**: offering experiential programmes for spiritual and personal growth, fostering soul-infused action.

ROLE OVERVIEW

As we continue to grow, LightEn is seeking a **Project Manager, Grants and Partnerships**, to support and strengthen our relationships with grant recipients while ensuring the smooth delivery of key projects. In this role, you will act as a central point of coordination – supporting grant-funded initiatives, liaising with internal teams, and tracking multiple deliverables to ensure projects stay on schedule and meet objectives. You will report into the Group Director and share

insights with key stakeholders, helping to maintain transparency and alignment across the organisation.

This is an opportunity to be part of a truly mission-driven team, where everyone knows they can show up as their whole, authentic self, and where Service underpins every effort, idea, and interaction.

The successful candidate will combine exceptional project management skills with strong interpersonal abilities, a passion for fostering meaningful partnerships, and a strategic mindset. They should be committed to LightEn's mission and excited to make a tangible difference in the success of our grant programme and the communities it serves.

OVERVIEW OF RESPONSIBILITIES

Job responsibilities include:

- Meet directly with grant recipients to understand their needs, support their ideas, and help bring their projects to life.
- Act as a supportive point of contact for grant recipients, offering guidance and problem-solving to help them achieve their goals.
- Support the management of the grant programme, tracking applications, key milestones, and deliverables to ensure projects remain on schedule.
- Collaborate closely with other project managers to share knowledge, tools, and best practices, ensuring a consistent approach across initiatives.
- Liaise with internal teams and stakeholders to coordinate activities, resolve challenges, and maintain alignment across multiple projects.
- Provide regular progress updates to the Group Director and share insights with relevant stakeholders.
- Identify opportunities to improve processes and tools to make grant management and project tracking more efficient.
- Provide support on additional projects as needed and handle ad hoc administrative needs as they arise.

SKILLS & QUALITIES

- Authentic resonance with LightEn's mission and vision.
- At least 3 years of related experience. Experience working with a grant-making organisation would be advantageous.
- Strong ability to build and maintain relationships, navigating complex dynamics with sensitivity and care.
- Genuine interest in supporting grant recipients and helping their projects succeed.
- Strong expertise in project management, with the ability to manage multiple initiatives and stakeholders simultaneously.

- Highly collaborative approach to work, sharing knowledge and tools effectively across teams.
- Experience using Microsoft Office & Project Management tools. Familiarity with Airtable would be advantageous.
- Experience using Salesforce is desirable.
- Creative, open-minded, and solution oriented.
- Reliable, proactive, and able to work independently.
- Ability to thrive within a fluid, start-up environment.

BENEFITS OF THE ROLE

- A competitive salary (commensurate with skills and experience)
- Generous company pension (10% non-contributory)
- Hybrid working
- Medical insurance, life insurance, 25 days holiday
- Cycle to work, season ticket loan and eyecare schemes

LOCATION

LightEn is currently hybrid, based in London.