



Music Forward Foundation

Charitable Partnerships Manager -- Job Description

About Us

Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry. Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following [@MusicForward](#), and learn more at www.musicforwardfoundation.org.**

The Job

The Charitable Partnerships Manager (CPM) is responsible for working closely across the organization to help formulate and drive a comprehensive development strategy that supports Music Forward's mission and long-term sustainability. The CPM manages the daily activities of the fund development department, shapes internal processes and procedures that are rooted in fundraising best practices and promotes organizational scalability in accordance with Music Forward's strategic goals.

In conjunction with the Executive Director, the CPM executes on targeted strategies to raise revenue from corporations, foundations, events, major donors, and other individuals by engaging and expanding Music Forward's supporters, thinking creatively to enhance current fundraising strategies at local and national levels, and working to identify and prioritize new opportunities based on careful assessment of ROI. The CPM serves in a front-facing capacity and represents the organization to key constituent groups specifically with our individual donor base.

This position is expected to supervise, coach, and develop a Charitable Partnerships Coordinator and Charitable Partnerships interns, as well as manage related contractors including a grant writer. The position is based in Los Angeles, CA, and reports into the Executive Director.

The Details

- **Support annual development plan:** Help to establish benchmarks and provide timely updates on successes, challenges, and opportunities as they relate to the annual budget and departmental goals; make recommendations for changes, improvements, and increased outcomes; incorporate and activate Music Forward's Diversity Equity Inclusion Commitment, Practice and Plan into development; prepare reports for Executive Team and Board of Directors as requested.
- **Manage individual giving strategy:** Supervise and support the Charitable Partnerships Coordinator in designing and implementing a comprehensive donor cultivation and stewardship plan inclusive of direct mail appeals, engagement opportunities, and other outreach and communication strategies; assist with identifying, cultivating, and soliciting major donors; support the success and expansion of the organization's first membership program, the Music Forward Alliance; work with the Charitable Partnerships Coordinator to increase annual revenues sourced through digital and in-person auctions.
- **Drive brainstorming, research, and identification of institutional giving opportunities that best match organizational goals and have highest ROI potential:** Working collaboratively across the organization, help steward relationships with internal Live Nation employees and external corporate partners for campaigns; manage process of grants fundraising efforts, and sustain and grow Music Forward's portfolio of foundation funders commensurate with that assessment; research, identify, and target key brands that

align with Music Forward’s mission and messaging for sponsorship, and identify opportunities to increase brand visibility through marketing channels.

- **Manage and maintain CRM system:** With support from the Director of Operations, create and update reports and dashboards that support the needs of fundraising campaigns and strategies. Support staff and interns on system and manage CRM data projects and website integration. Maintain the smooth flow of data from external portals and strategic and communications strategies, ultimately supporting moves management that deepens engagement of constituents.
- **Maximize special event revenue:** Manage planning, production, promotion, and other event-related activities to cultivate and steward Music Forward constituents; help Music Forward to expand the number of events hosted across national markets, including third-party events; work closely with the Director of Operations to analyze costs to ensure adequate profit margins for all events.
- **Serve as an active member of our team:** Participate in and lead brainstorming, research, and creative ideation; join required staff calls and meetings; support additional duties as assigned or requested.

What you bring

- 4+ years in fundraising or related fields with experience in leadership or management roles
- High level of comfort working in a fast-paced, deadline-driven environment with a demonstrated ability to meet shifts in priorities
- Strong interpersonal and communication skills, with the ability to inspire a variety of audiences and articulate the importance of Music Forward’s work in a compelling manner. Public speaking experience, persuasive writing skills, and presentation skills accompanied by positive attitude and wit
- Has a growth mindset, open to training, feedback, as well as a self-driven learner
- High level of comfort working across a diverse staff and constituent base, and conscientious of reaching out with an inclusive voice
- Tenacious commitment to tracking metrics and achieving goals
- Strong organizational skills and ability to manage multiple tasks while maintaining attention to detail.
- Demonstrated commitment to high professional ethical standards
- Experience with fundraising and/or CRM databases; Salesforce experience preferred
- Proficiency in Microsoft Office Suite.
- A personal car or regular access to reliable transportation, along with a valid driver’s license and proof of car insurance
- Flexibility to work some early morning, evenings and/or weekends for programs and special events as needed

Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This is a full-time, exempt position. Excellent full-time employment benefits include 100% employer paid medical, dental, vision, life and disability insurance plans, paid parking, and access to tickets and discount perks, as well as pre-tax spending accounts (health, dependent care, transportation).

To apply:

Email your resume, cover letter, and three professional references to jobs@musicforwardfoundation.org. Subject “Charitable Partnerships Manager – YOUR NAME”