



## Charitable Partnerships Intern

### About Us

Music Forward Foundation is a national nonprofit organization inside the House of Blues and Live Nation family that transforms young lives, inspires careers, and champions a more inclusive music industry. Music Forward provides artist development and music industry career programs for youth in underserved communities and sets the stage for success by providing workshops, panels, showcases, internships, and scholarships to inspire the next generation of diverse industry leaders, artists, and innovators.

### Our Internship Offer:

As the Charitable Partnerships Intern, you will report to our Operations Manager and have the opportunity to learn from and collaborate with the Charitable Partnerships Coordinator. 2023 marks our **30<sup>th</sup> year of service** and we have several exciting events and activities planned throughout the year. You'll gain valuable hands-on experience with writing, project management, special events, storytelling, data, collaboration, and presentation skills while helping Music Forward secure adequate funding and build relationships to grow our philanthropic community. You will participate in projects, training sessions, and meetings that allow you to gain a deeper understanding of what it means to work in a professional environment, and you will be given ample opportunities to grow and challenge yourself as a young professional. The internship is virtual for interns outside of Los Angeles county. Los Angeles county-based interns are expected to work in the office on Thursdays and attend in-person events as scheduled in advance

### Responsibilities:

- Work with team to engage new individual, corporate, and foundation donors; establish long-term relationships; and support stewardship of donor partners and volunteers
- Ability to track contact data, support with database accuracy
- Assist with 30<sup>th</sup> anniversary events
- Assist with developing and editing narratives to highlight the most important elements of Music Forward's work from a funder's/volunteer's perspective
- Research and develop strategies to build relationships with donors and volunteers
- Learn and understand the major components of a well-presented proposal and sponsorship campaign
- Assist with the implementation of Music Forward's annual Rocktion/Auction item collection and selling
- Participate in Music Forward programs, volunteer, and attend department and staff meetings

### About you:

- Currently enrolled at a college/university
- Demonstrated interest in fundraising, event-planning, corporate social responsibility (CSR), and/or nonprofit organizations
- Passion for storytelling from a unique, visual perspective
- Excellent organizational and communication skills (writing and verbal)
- Focused attention to detail with a strong work ethic and professionalism
- Ability to multi-task and work in a fast-paced environment
- Ability to work well independently and as a team member
- Experience in Word, Excel, and PowerPoint
- A base understanding of the nonprofit, public/private, cause marketing, corporate social responsibility (CSR) and other similar sectors

**Start Date**

Internship hours and start dates vary depending on the semester.

**Compensation**

This is a part-time, non-exempt, temporary position with a wage of \$16.05 per hour. The position will involve an average of 20 hours per week. The internship will not exceed 240 hours.

*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.*