



House of Blues 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) implements the development strategy, focusing on individual and major giving, and stewardship of foundation and government funders. The Manager plays a central role in steering moves management efforts across organizational events and communications, and keeps the team informed of fundraising campaigns and strategies. The Manager shapes internal processes and procedures that are rooted in fundraising best practices and that promote organizational scalability in accordance with Music Forward's three-year strategic framework (FY23 – FY25).

The Manager thrives in engaging and mobilizing Music Forward's stakeholders to steward major contributors to Music Forward's mission. The Manager serves in a front-facing capacity and represents the organization to key constituent groups including donors, both individual and corporate, and industry partners and professionals employees.

This position is based in Los Angeles and reports to the Executive Director. The Manager oversees related contractors and interns.

Details

- **Drives implementation of annual development plan** to meet plan benchmarks. Oversees campaign development and execution, focusing on individual and major giving. Makes recommendations for changes, improvements, and increased outcomes, and prepares reports for Executive Team and Board of Directors.
- **Implements individual giving strategy** to fulfill and grow \$250k annual target. Designs and implements a comprehensive donor cultivation and stewardship plan inclusive of direct mail appeals, digital campaigns, engagement opportunities, and other outreach and communication strategies; engages stakeholders and identifies, cultivates, and solicits donors; drives expansion of the membership program, the Music Forward Alliance; works with the marketing team to increase annual revenues sourced through digital and in-person activations including auctions. Integrates individual giving strategy across events and programming.
- **Manages contributor communications, mailings and other outreach.** Develop, recommend, draft and execute contributor communications. Collaborate with the marketing team to ensure communications align with the Music Forward brand and coordinate with other departments and external vendors to ensure timely deployment within budget. Distribute and maintain acknowledgement letters and other recognition communications and materials.

- **Steward foundation relationships and oversee grant submissions and reporting.** Work with grant contractor to identify and submit applications to meet plan goals.
- **Track moves management across revenue channels:** Refine tracking processes and manage CRM system to keep records accurate and stakeholders informed. Refine reporting to inform strategies and communications.
- **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

- 5+ 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 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. Persuasive writing skills, and presentation skills.
- Tenacious commitment to tracking and achieving goals.
- Strong organizational skills and ability to manage multiple tasks while maintaining attention to detail.
- Demonstrated commitment to high professional ethical standards.
- Ability to engage with diverse groups of people, internally and externally.
- Familiarity with fundraising and/or CRM database, Salesforce donor database management experience preferred.
- Proficient/advanced use of MS Excel and MS Office Suite.
- Willingness to travel and/or work alternative schedules including nights/weekends. Possess a car or has regular access to reliable transportation. Mileage is reimbursed per federal rates for work related travel (not regular commuting). A valid driver's license and proof of car insurance required for business driving.
- College degree or equivalent experience.

This is a full-time, exempt position with a salary range of \$68k-\$77k depending on experience. Excellent benefits include 100% paid medical, dental, vision, life and disability insurances. Generous paid holidays (12) and paid sick leave (10 days), access to discounts and tickets to live entertainment events. 401k match. Individual professional development budget.

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.