



Music Forward Foundation

Associate Director of Events and Charitable Partnerships -- 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 Associate Director of Events and Charitable Partnerships works closely with the executive team to drive the development and implementation of donor strategies and events across the organization that align with the organization's overall strategic goals. Developing a comprehensive approach to event management, this role involves devising sponsorship strategies, leading a team, and managing the execution of events. This includes formulating strategic plans, managing event logistics, and crafting both internal and external communications to ensure seamless alignment among stakeholders.

The role also involves identifying and nurturing relationships with corporate donors and managing Live Nation partnerships to further bolster our philanthropic initiatives. Working with the Charitable Partnerships Manager, the Associate Director oversees the implementation of our annual development plan and individual giving fundraising efforts.

The Associate Director reports to the Executive Director and manages the Charitable Partnerships Manager and outside contractors. The position works closely on projects with the programs and marketing departments. Excellent candidates for this position are team players who thrive in breaking down complex initiatives into operational pieces and overseeing implementation. This is a full-time, hybrid position located in Los Angeles, CA.

The Details

- **Oversees implementation of annual development plan** to ensure benchmarks are met. Strategizes and develops plans for execution, focusing on special events, corporate giving, and Live Nation partnerships. Makes recommendations for changes, improvements, and increased outcomes, and prepares reports for Executive Team and Board of Directors.
- **Manages all aspects of fundraising and key program related events**, including our largest annual fundraisers, workshops, education programs, and more. Uses project management methodologies to create detailed plans, manage timelines, allocate resources, and monitor progress to ensure success from planning stages through execution. Drives the team to reach \$1M+ in corporate contributions and special event revenue.

- **Works closely with internal teams, volunteers, sponsors, and external partners** to ensure successful event planning and execution. Fosters relationships with venues and other stakeholders in the education and music industry. Leads recruitment and onboarding of general event volunteers.
- **Executes integrated, effective events.** Ensures schedules, run of show, technical requirements, and key event elements are executed seamlessly on-site during events. Manages event set-up and tear-down, supervises volunteers and staff, liaises with venue staff, presents venue safety rules and procedures as needed.
- **Develops and manages budgets,** ensuring cost-effectiveness while maximizing fundraising opportunities. Tracks expenses, negotiates contracts, and seeks sponsorship or donation opportunities to support events.
- **Conducts post-event evaluations to assess success against goals and objectives.** Prepares reports analyzing event outcomes, attendee feedback, and financial results, applying project management principles for continuous improvement.
- **Manages a team.** Tracks team goals, supports professional development, and manages performance of the development and event staff, including the hiring and training of future team members
- **Serves as an active member of our team.** Participates in and leads brainstorming, research, and creative ideation; joins required staff calls and meetings; supports additional duties as assigned or requested.

What you bring

- 5+ years' experience creating and implementing strategic plans in development and events roles, with experience in leadership or management
- Strong interpersonal, written and verbal communication and collaboration skills
- High level of system organization, ability to effectively prioritize tasks and manage time
- High level of attention to detail
- Proficiency in Microsoft Office Suite
- Familiarity with fundraising and/or CRM database, Salesforce strongly preferred
- 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
- Sound judgment, commitment to high professional ethical standards, and a positive "can-do" attitude
- Proven capacity to work individually and cooperatively as part of a team
- Comfort working in a fast-paced environment
- Flexibility to work early mornings, evenings and weekends to finish projects and represent Music Forward at networking, programs and special events as needed

This is a full-time, exempt position with a salary of \$85k - \$90k. Excellent full-time employment benefits include 100% employer paid medical, dental, vision, life and disability insurance plans, paid parking, tickets to live entertainment events, and access to discount perks and pre-tax spending accounts (health, dependent care, transportation).

To apply: Email your resume and cover letter to jobs@musicforwardfoundation.org. Subject “Associate Director of Events and Charitable Partnerships” – YOUR NAME”

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