



House of Blues Music Forward Foundation

Part-Time Grant Writer -- Job Description

About Us

Founded in 1993, Music Forward Foundation is an independent nonprofit organization dedicated to accelerating real-life skills for youth using music as the bridge to successful careers. Focusing on youth ages 12-22 in underserved communities, we set the stage for success by providing workshops and showcases to kick-start musical careers; fulfill musical dreams by equipping dedicated young musicians with instruments; and inspire the next generation of music industry leaders with hands-on career exploration.

Learn more at www.hobmusicforward.org.

The Job

The grant writer identifies, develops, and reports on grants in consultation with stakeholders and approval of the Director of Development. The grant writer researches potential grant funding sources, writes proposals, compiles supporting materials, and ensures completion of funding reports and acknowledgements. The grant writer thrives in persuasive writing, capturing the mission and values of our organization, and managing multiple stakeholder communications and deadlines.

Candidates for this opportunity should have demonstrated success in grant writing, and must submit a list of successful grant proposals completed with details on the type of funder and amount secured, as well as a writing sample. This is a part-time position, averaging 20 hours per week, located in Los Angeles, CA.

Details

- **Brainstorms, researches, and identifies grant opportunities that best match organizational goals and have highest ROI potential:** works with the Director of Development to identify and gather information on projects that could be funded through grants; independently and jointly brainstorms funding opportunities from corporate, foundation, and other sources; researches grants independently and in collaboration with intern(s) when available; presents prioritized list of grants, including a list of grants not worth pursuing, to Director of Development with rationale.
- **Writes proposal and gathers supporting materials:** persuasively communicates Music Forward's mission and offerings to potential funders; works across Music Forward teams to gather relevant information for proposal including, but not limited to, budgets, outcome and evaluation data, participant stories, presentations, and photographic evidence of programs.

- **Maintains grant deadline calendar and ensures timely submissions:** presents and agrees on submission deadlines with Director of Development; drives internal communications to ensure all stakeholders have sufficient time to gather and submit information for grants; submits proposals to funder in a timely manner.
- **Complies with all required grant reporting:** works across Music Forward teams to provide required data and submits report in a timely manner.
- **Additional duties as assigned**

What you bring

- At least two years of grant-writing and/or grants management experience
- Strong interpersonal and written communication skills to express ideas and opinions
- Proven capacity to work individually and cooperatively as part of a team
- High level of comfort working in a diverse, fast-paced environment with frequent changes in deadline submission
- Demonstrated commitment to high professional ethical standards
- Open to training and learning new skills
- Ability to effectively prioritize tasks and manage time
- Available during normal organizational hours, but flexible to complete work on evenings or weekends to meet a deadline
- Proficient use of Microsoft Word, Excel, PowerPoint and Outlook
- College degree or equivalent experience

To apply

Submit a cover letter, resume, 1-2 page writing sample, list of successful grant proposals (include award amounts and type of funder), and three professional references to jobs@hobmusicforward.org (email subject should be "Grant Writer application").

Music Forward is an Equal Opportunity Employer.