



House of Blues Music Forward Foundation Development & Communications Intern

About Us

Music Forward is a national, independent nonprofit organization dedicated to accelerating career skills for youth using music as the bridge to success. Focusing on young people ages 12-22 in underserved communities, we set the stage for success by providing workshops and showcases to kick-start musical careers, and inspire the next generation of music industry leaders with hands-on career exploration. Music Forward is the evolution of the International House of Blues Foundation, which began in 1993. Learn more at www.hobmusicforward.org.

The Internship

Music Forward is seeking dynamic, creative, and career-oriented individuals to support development and implementation of our fundraising and marketing strategies. Interns will work closely with the Director of Development & Communication and the Development Project Manager with ongoing responsibilities and 1-2 long-term projects tailored to the interns' interests, abilities, learning objectives and timing of internship. Our internships are designed so interns can receive insight into fundraising and marketing strategy, as well as develop project management, collaboration and presentation skills. This is an excellent opportunity to gain hands-on fundraising and communications experience with a national, nonprofit organization.

Responsibilities may include:

- Work with team to engage new individual, corporate and foundation donors, establish long-term relationships, and support stewardship of donor partners
- Assist our foundation grants program with developing and editing narratives to highlight the most important elements of Music Forward's work from a funder's perspective, and develop an understanding of the major components of a well-presented grant proposal
- Implement marketing strategies including social media campaigns, e-newsletters, blog entries, online advertising, and other vehicles to engage current and potential stakeholders
- Plan and coordinate special events, including "friend-raising" cultivation opportunities, and a food & music tour
- Maintain ROCKTION online auction store with existing inventory of items and new ones from strategy sessions
- Research giving prospects including high-potential foundation grant opportunities and write proposals
- Assist with coordination and outreach for in-kind donation drives
- Assist with creation of donor reports and analysis of data
- Staff Music Forward program, volunteer and fundraising events, attend department and staff meetings, assist with daily development and communications operations tasks such as scanning, filing, data entry, and inventory, and other general and administrative duties as assigned

Qualifications:

- Currently enrolled at a college/university (rising junior or above)
- Has demonstrated interest in fundraising, event-planning, public relations, marketing, communications, and/or nonprofit organizations
- Committed to creativity and resourcefulness
- 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
- Must work well independently and as a team member
- Must be proficient in Word, Excel, and PowerPoint
- Proficiency in Wordpress, Adobe Indesign, Illustrator and Photoshop a plus

Preferred Qualifications:

- Prior experience with database management systems, such as Salesforce, eTapestry or other donor software
- Prior experience with Constant Contact or similar email marketing program
- Knowledge of the nonprofit, public/private, cause marketing, corporate social responsibility (CSR) and other similar sectors
- Basic HTML knowledge preferred but not required

There will be one round of interviews to take place on a rolling basis.

Internship will begin the week of January 8, 2018. Exact dates to be set depending on school calendar and dates agreed upon between Music Forward and intern. Internship to run January – April 2017. Candidates must be available for 12-16 hours/ week in our office between 8am-6pm Monday-Friday.

LOCATION: 7083 Hollywood Blvd, Hollywood, CA 90028

COMPENSATION: This is an unpaid internship position. A stipend will be provided based on financial need. This is a great opportunity to get hands-on experience, as well as receive training through a series of workshops to develop project management, communication, budgeting and other skills.

TO APPLY: Please send a cover letter and resume to jobs@hobmusicforward.org with subject: "Development & Communications Intern - *Your Name*". Stipends are available based on financial need; to be eligible for the stipend, please attach a letter from your financial aid office with the name of your grant or other financial assistance program. Applications reviewed on a rolling basis; positions open until filled.

Music Forward is an equal opportunity employer.