



## House of Blues Music Forward Foundation Director of Development -- Job Description

### About Us

Founded in 1993, Music Forward is an independent nonprofit organization dedicated to accelerating leadership skills for youth using music as the bridge to success. 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, and inspire the next generation of music industry leaders with hands-on career exploration.

Music Forward currently serves over 12,000 individuals annually with a budget of \$1.5 million.

Learn more at [www.hobmusicforward.org](http://www.hobmusicforward.org).

### The Job

The Director of Development is a member of the national management team, responsible for working closely with the Executive Director and Executive Team to spearhead a comprehensive development strategy in order to meet Music Forward's financial goals and support our mission. The Director thrives in engaging stakeholders and thinking creatively to enhance current fundraising strategies, at the local and national levels, and identify and prioritize new opportunities based on careful assessment of ROI. The Director serves in a front-facing capacity and represents the organization to key constituent groups including sponsors, donors, vendors, and media when necessary. This position reports to the Executive Director and manages development staff and related contractors.

### Details

- **Oversee Annual Development Plan:** Establish benchmarks and provide timely updates on opportunities, as they relate to the annual budget; make recommendations for changes, improvements, and increased outcomes; prepare reports for Executive Team and Board of Directors as requested.
- **Maximize Special Event Revenue and Program Sponsorship:** Manage planning, production, promotion, and other event-related costs to ensure adequate profit margin for all events; target key brands for sponsorship that align with mission and message and identify opportunities to increase brand visibility through supplemental marketing channels.
- **Manage Institutional and Corporate Giving:** Maintain relationships with small and growing portfolio of foundation funders; supervise the National Manager of Institutional Giving to effectively research, identify, develop and propose strategies for cultivation and subsequent solicitation of corporate/foundation prospects by gaining a detailed understanding of their funding priorities on an annual basis.
- **Lead Individual Giving Strategy:** Supervise and support the Donor Relations Manager to refine and implement a comprehensive donor stewardship plan. Assist with identifying and cultivating major donors.
- **Be an active member of our team:** Participate and lead brainstorming, researching, and creative ideation; join required staff calls and meetings; support additional duties as assigned or requested.

**What you bring**

- Five to seven years in fundraising or related fields with experience in leadership or management roles.
- Strong interpersonal and communication skills with tenacious commitment to achieving goals.
- Public speaking experience and presentation skills accompanied by positive attitude and sense of humor.
- 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 Benevon or other major donor giving models.
- Familiarity with fundraising and/or CRM database, Salesforce donor database management experience preferred.
- Proficient use of MS Excel and MS Office Suite.
- Willingness to travel, work alternative schedules including nights/weekends.
- College degree or equivalent experience.

**To apply**

- Submit a cover letter, resume, and three professional references to [jobs@hobmusicforward.org](mailto:jobs@hobmusicforward.org) – e-mail subject “Director of Development”

**Compensation & Benefits**

This is a full-time salaried position with 100% paid medical, dental, vision, life and disability insurance benefits. Music Forward also offers a 401k and access to other perks (i.e.-Flex Spending Account, corporate discounts, ticketing to live entertainment performances). Salary commensurate with experience and benchmarked to national nonprofit sector standards. Music Forward is an Equal Opportunity Employer.

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