About Us
Music Forward transforms lives, inspires careers and champions a more inclusive music industry. Focusing on young people ages 12-22 in under-represented communities, Music Forward sets the stage for success by providing workshops and showcases to inspire the next generation of music industry leaders and innovators. Learn more at www.hobmusicforward.org.

Who We Are Looking For:
Music Forward is seeking a dynamic, creative, and career-oriented individual to support the development and implementation of our fundraising strategies. Interns will work closely with the Charitable Partnerships Manager and the Charitable Partnerships Coordinator to fulfill day-to-day responsibilities as well as complete at least 1-2 long-term projects tailored to each intern’s interests, abilities, learning objectives, and schedule. We are seeking interns who are strong writers, enthusiastic about gaining insight into development fundraising strategies, and eager to get hands-on fundraising and communications experience in a nonprofit environment.

Our Internship Offer:
As the Charitable Partnerships Intern, you will have the opportunity to learn from and collaborate with a dedicated and diverse team of fundraising professionals. Through valuable hands-on experience, this internship offers you the chance to hone your writing, project management, collaboration, and presentation skills while helping Music Forward secure adequate funding to fulfill our mission. You will participate in projects, training sessions, and meetings that allow you to gain a deeper understanding of what it means to work in a professional environment, and you will be given ample opportunities to grow and challenge yourself as a young professional. Working at our home office located in the heart of Hollywood, you will also have access to a variety of music industry and non-profit networking opportunities, allowing you to expand your network and explore a myriad of career-related possibilities.

Responsibilities:
• Learn and implement best practices for researching potential funders of a nonprofit via search engines and other sources
• Work with team to engage new individual, corporate, and foundation donors; establish long-term relationships; and support stewardship of donor partners
• Assist with developing and editing narratives to highlight the most important elements of Music Forward’s work from a funder’s perspective
• Research and develop strategies to build relationships with foundations and corporations
• Learn and understand the major components of a well-presented grant proposal
• Attend Music Forward programs, volunteer, and fundraising events, and attend department and staff meetings

Preferred Qualifications:
• Currently enrolled at a college/university
• Demonstrated interest in fundraising, event-planning, grant writing, corporate social responsibility (CSR), 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
• Prior experience with database management systems, such as Salesforce, eTapestry, Raiser’s Edge or other donor software
• Prior experience with an email marketing management program
• Knowledge of the nonprofit, public/private, cause marketing, corporate social responsibility (CSR) and other similar sectors

**Personal Attributes Needed for Success:**
• Goal-Oriented
• Passionate
• Effective Communicator
• Attention to Detail
• Self-Motivated
• Flexible
• Driven

**Start Date:**
This is a full-time internship (40 hours per week). The internship is between June 3-August 10 (students on semester system) or June 17-August 24 (students on quarter system). Exact dates are dependent on school calendars, the needs of Music Forward, and the intern. Candidates must be available between 9am-6pm, Monday-Friday.

**Location:**
The internship will be based out of Music Forward’s home office located at 7060 Hollywood Blvd, Floor 7, Los Angeles, CA 90028.

**Compensation:**
This is an unpaid internship position for academic credit. Interns are responsible for coordinating with their educational institution for academic credit. Music Forward offers a limited number of financial-need based stipends. Stipend applications will be made available early April at [https://hobmusicforward.org/careers/](https://hobmusicforward.org/careers/)

_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._