

Haiti Cultural Exchange Development and Communications Director

Core Scope of Work:

Haiti Cultural Exchange seeks an experienced fundraising & communications professional to join our small, but dedicated team. Reporting to the Executive Director, the Development & Communications Director will be a leading partner in the growth of the organization and support all aspects of Haiti Cultural Exchange's fundraising & communications efforts. He/she will identify, cultivate, and solicit gifts from new donors and nurture and steward existing donors; lead all aspects of special events planning and coordination; secure corporate sponsorship and in-kind donations for events; and oversee external communications.

The successful candidate will have demonstrated fundraising success and demonstrate high level communications and management skills.

Responsibilities:

- Work with programming and management teams to define and develop funding needs, strategies, and budgets.
- Develop effective and compelling grant proposals, cover letters, LOIs, sponsorship decks, and corporate grant applications, prepare budgets and other supplemental materials, and complete final reports.
- Conduct research on prospective donors.
- Build, manage, and sustain relationships with current and potential funders to ensure strong cultivation and stewardship through coordination of special events, management of HCX's membership program, and additional activities.
- Draft annual fundraising appeals and gift acknowledgment letters.
- Assist in the production and management of evening and weekend events.
- Oversee external communications; including website and email content and social media.

Additional Responsibilities:

- Provide support to the Executive Director as needed.
- Take leadership role in scheduling and organizing Development meetings.
- Co-Manage HCX Fundraising & Communications Interns and Event Volunteers.
- Arrange meetings with external parties, both on and off-site, as needed.
- Provide general support for Development & Communications Related activities.

Qualifications:

- Bachelor's Degree or higher required.
- Minimum of three years working in the nonprofit sector, strong understanding of all aspects of fundraising including grant writing, individual donor cultivation, and event planning.
- Excellent verbal, interpersonal, and written communication skills.
- Demonstrated passion for community building via the arts and/or cultural heritage preservation
- Familiarity with Haitian Arts & Culture.
- Cooperative, team-oriented, outgoing, and professional demeanor.
- Strong attention to detail, accuracy, proofreading ability a must.
- Proficient computer skills, including the full Microsoft Office suite.
- Strong planning, organizational, time management, and problem-solving skills.
- Ability to thrive in a fast-paced environment, working on a variety of tasks under multiple deadlines.

Time Commitment & Compensation:

The Development & Communications Director will work four/days per week (Monday - Thursday) from 10:00am to 6:00pm at HCX offices, and additional evening/weekend events. Salary commensurate with experience. In addition to HCX's schedule of paid holidays (Christmas week and Official Holidays), the Director shall have (20) days of paid time off (PTO).

How to Apply:

Applicants must submit a **cover letter** expressing interest in the Development and Communications Director position at Haiti Cultural Exchange, a **résumé** citing required qualifications, and a **2–5 page writing sample**.

Applications can be addressed to **Régine M. Roumain, Executive Director**, and e-mailed to regine@haiticulturalx.org. We are happy to answer questions in advance of application submission. Applications will be accepted on a rolling basis with a priority deadline of **July 1st, 2016**. Submissions will be accepted until the position is filled.