

Haiti Cultural Exchange Fundraising Internship Opportunity

Haiti Cultural Exchange (HCX) seeks a dynamic, self-starter to provide support for the organization's fundraising efforts. Working closely with the Development Manager, the Fundraising Intern will assist with diverse efforts to secure resources toward developing, presenting, and promoting Haitian Arts & Culture. Primary responsibilities will include: individual donor cultivation and stewardship, special events planning and coordination, and institutional funder prospect research. There will be additional administrative tasks as needed. The Fundraising Intern will gain an impressive portfolio of skills and experiences under the direction of an experienced Development professional. A time commitment of 15 hours per week is required. **Travel Stipend and Academic Credit offered.**

Required Qualifications

- Excellent verbal, interpersonal, and written communications skills
- Strong planning, organizational, time management, and problem-solving skills
- Team-oriented and pro-active mindset
- High attention to detail and proofreading ability
- Facility with social media platforms
- Ability to thrive in fast-paced environment and manage a diversity of tasks with varying deadlines
- Demonstrated passion for community building via the arts and/or cultural heritage preservation

Preferred Qualifications

- Graduate Student or College Junior/Senior
- Experience with writing and editing
- Experience with event planning and coordination
- Demonstrated research skills
- Familiarity with Haitian Arts & Culture

Applicants must submit a **cover letter** expressing interest in the Fundraising Intern role at Haiti Cultural Exchange, a **résumé** citing required qualifications, and a **2 – 5 page writing sample**. Writing sample is ideally a fundraising related appeal letter or letter of inquiry, but any example of the applicant's strongest writing is acceptable.

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. Submissions will be accepted until the position is filled.