

Development Associate

Full-time position - Hybrid of remote and In-person work

Brooklyn, NY

Haiti Cultural Exchange (HCX) was founded in 2009 by seven Haitian women with a mission of developing, presenting, and promoting the cultural expressions of the Haitian people. Our activities deepen appreciation of the rich diversity of Haitian arts and culture in New York City—one of the primary outposts of the Haitian diaspora—by providing opportunities for artists of Haitian descent to develop and present their work in music, dance, film, visual arts, as well as educational programming. Our promotion of the arts and public affairs aims to raise awareness of social issues and foster cultural understanding within and beyond the Haitian community.

Core Scope of Work:

Haiti Cultural Exchange (HCX) seeks a dedicated professional for the full-time position of Development Associate. Reporting to the Executive Director, the Development Associate is responsible for key aspects of Haiti Cultural Exchange's fundraising efforts, including individual donors, special events planning and management, and donor data management. This is an opportunity to engage with a vibrant and devoted community, and to support innovative artists and programming from Haiti and the Haitian diaspora. This is a hybrid remote and in-person position with occasional in-person work requirements outside of office hours.

Responsibilities:

INDIVIDUAL DONORS

- Steward existing donors and expand on existing relationships with new opportunities for connection. Conduct research and identify, cultivate, and solicit gifts from new donors.
- In collaboration with the HCX Leadership Team, develop and implement fundraising campaigns, social media blasts, appeal letters, and community outreach.
- Work with the HCX board to support their fundraising efforts.

SPECIAL EVENTS

- Partner with the HCX colleagues to develop and implement fundraising events.
- Manage special events, including budgets, vendors, staffing, sponsorship, committees, and in-kind donations. Coordinate with outside production consultants when necessary.
- Manage and recruit volunteers as needed.
- Track RSVPs, attendance, tickets, and donations.

DONATION AND DEPARTMENT ADMINISTRATION

- Maintain and update donor database, including tracking of pledges and outstanding gifts, information on institutional donations and corporate support, and related records.
- Maintain records in accordance with the organization's procedures and filing naming protocols.
- Generate and track donor acknowledgement letters.
- Attend HCX programs as necessary, in coordination with ED. Programs are presented primarily on evenings and weekends.
- Co-Manage HCX Fundraising & Communications Interns and Event Volunteers.
- Occasionally represent HCX at meetings and events.

Qualifications:

- Bachelor's Degree or substantial experience in development
- Minimum of two years working in fundraising or an aligned role in the nonprofit sector, with a general understanding of development.
- Strong verbal, interpersonal, and written communication skills. The position entails occasional public speaking.

Desired Competencies:

- Passion for the arts and/or cultural heritage preservation and appreciation of their roles in building communities.
- Cooperative, team-oriented, outgoing, and professional demeanor.
- Strong attention to detail, “managing-up” skills, critical thinking, problem-solving, experience implementing projects and managing aspects of them.
- Writing, editing, and communication skills.
- Proficiency in Microsoft Office suite, DropBox, Constant Contact (or similar email editing platform), Mac OS and Google workspace.

Compensation:

This is a full-time position entailing a hybrid of in-office, remote work, and on-site program presence. HCX offices are in Brooklyn, NY. Salary range is \$60,000-\$65,000, commensurate with experience.

Benefits package includes health and child-care subsidies, and paid time off (PTO) for 20 days/year. PTO days are to be used for personal days, sick days, and vacation upon supervisor approval. In addition to paid federal holidays, HCX offices are closed for the days between Christmas Eve and New Years’ Day.

Professional Development:

Employees are encouraged to seek professional development opportunities that can benefit the organization and the employee’s role within the organization. All development opportunities should be approved by the Executive Director.

We are dedicated to considering a broad array of candidates. Please use your cover letter to tell us about your interest and what you hope to bring to this role.