



HCX Nonprofit Administration and Development Internship

Haiti Cultural Exchange (HCX) is pleased to offer the **Nonprofit Administration and Development Internship**, a competitive opportunity designed for graduate students and advanced undergraduates who seek meaningful leadership experience in arts and cultural nonprofit administration.

About HCX:

Founded in 2009, HCX develops, presents, and promotes the cultural expressions of the Haitian people. Our programs span live music, exhibitions, literary events, dance, youth arts workshops, public forums, and film, engaging audiences across Brooklyn and the greater NYC area.

About the Internship:

The Nonprofit Administration and Development Intern will work closely with the Executive Director to support the administrative and fundraising functions of the organization. Specific projects include strengthening individual and corporate giving, grant writing, reporting, and research.

Responsibilities:

- Researching, preparing, and documenting development and giving opportunities.
- Co-develop development materials such as grant proposals, letters of inquiry, and decks.
- Collaborating with HCX's communications team to amplify outreach and engagement.
- Supporting program evaluation, impact measurement, and reporting.
- Contributing fresh ideas and perspectives to inform new programming initiatives.

Ideal Candidate:

- Graduate student or upper-level undergraduate with a serious interest in arts and cultural leadership.
- Strong written and verbal communication skills with a keen attention to detail.
- Demonstrated initiative and ability to work independently and collaboratively.
- Organized, reliable, and able to manage multiple projects on deadline.
- Interest in non-profit development and fundraising is a plus.
- Deep appreciation for HCX's mission and curiosity about Haiti and the Haitian Diaspora.

Internship Benefits:

- Professional mentorship from HCX leadership.
- A leadership-oriented role in arts and culture programming.
- Opportunities to network with artists, cultural leaders, and community partners.
- Small stipend and/or academic credit available.

How to Apply:

Submit a letter of interest, resume, and a short writing sample (3 pages or less; links to online work welcome) to **Regine Roumain** at regine@haiticulturalx.org.

**BRINGING ARTS & CULTURE
OF THE HAITIAN PEOPLE
TO NYC SINCE 2009.**

See what we're
all about →

