



HCX Fundraising Internship

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

About HCX:

HCX develops, presents, and promotes the cultural expressions of the Haitian people. Through public programming for music, visual arts, literature, dance, public forums, youth workshops, and film, we highlight Haitian and Haitian Diaspora voices while raising awareness of social issues and

fostering cross-cultural understanding.

About the Internship:

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

What You'll Do:

- Researching and documenting development and giving opportunities.
- Contributing to development materials such as grant proposals, letters of inquiry, and decks.
- Supporting donor stewardship objectives and special events.
- 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.

This is an in-person position located at HCX at 35 Lafayette Ave in Brooklyn, NY. Hourly commitment is 140 hours over 10 weeks. Scheduling may vary depending on event needs, and will need to be coordinated with the Program Director.

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.
- Travel stipend and 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 **Régine M. Roumain** at regine@haiticulturalx.org.

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

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