



Development and Fundraising Internship - Haiti Cultural Exchange (HCX)

Haiti Cultural Exchange (HCX) is pleased to offer our **Development and Fundraising Internship**. This is an excellent opportunity for graduate students, advanced undergraduates, and recent graduates 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. Learn more about our programming at www.haiticulturalx.org

About the Internship:

The Development and 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. Typical hourly commitment is 100 - 140 hours over 10 weeks, but can be modified to accommodate requirements for academic credit or externally-funded internship programs. Those not seeking academic credit or funding can apply at any time. Exact dates and hours to be coordinated with your HCX supervisor. Scheduling may vary depending on event needs.

Ideal Candidate:

- Advanced undergraduates, graduate students, and recent graduates seeking resume-building experience.
- 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:

- Supervisor will work with the intern and academic departments to provide an experience that meets criteria for academic credit or externally-funded internship.
- 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 provided where appropriate.

How to Apply:

Submit a cover letter or letter of interest and resume as a single PDF document with your name and the internship title in the subject heading to **Micaela Walker** at archive@haiticulturalx.org

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

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