



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Education Specialist

About the Fund

The Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. Through our [grantmaking](#), [convening](#), [Mission-Aligned Investing](#), and leadership, the RBF supports the [people and organizations](#) building lasting solutions to the challenges facing today's increasingly interdependent world.

Once home to the Rockefeller family, The Pocantico Center's verdant campus in the scenic hills of the Hudson Valley has been host to some of the most influential leaders, thinkers, and creative minds of the last century. A thoughtfully designed and curated retreat just 20 miles north of Manhattan, Pocantico offers guests an immersive experience of unrivaled beauty, with breathtaking gardens and grounds, historic architecture, and a renowned art collection in which to find inspiration and respite. Today, The Pocantico Center is the community-facing extension of the Rockefeller Brothers Fund's philanthropic mission. Through a robust slate of programming—including [conferences](#) for nonprofit and policy leaders, [artist residencies](#), [tours](#), [performances and exhibitions](#), and [community programs](#)—Pocantico continues to bring together people from near and far to learn, share, and imagine a better future.

Position Summary

The Rockefeller Brothers Fund seeks an Education Specialist to manage all aspects of the Pocantico Center's educational offerings. The incumbent will participate in hiring, training, supervising, and scheduling museum educators. The museum educators will provide tours of various spaces on the campus, including Kykuit (the former home of four generations of the Rockefeller family), exhibitions, gardens, and other historic buildings on site. The Education Specialist will partner with the curatorial and public program teams to make necessary updates to the tour program and implement educational programs and activities that engage diverse audiences across the museum and the broader community.

Key Responsibilities

Education and Engagement

- Develop a multiyear educational strategy for The Pocantico Center campus, including public tours, school programs, and related learning opportunities.
- Conduct research, as assigned by the Senior Manager of Public Programs and Residencies, to support program development, interpretation, and audience engagement.
- Stay connected with colleagues in museum education, arts, culture, and related fields to remain informed about current trends, best practices, and potential collaborations.
- Develop programs for school groups that align with curriculum priorities and identify opportunities for teacher engagement and professional development.

- Ensure that educational programs are designed and delivered with accessibility and inclusion in mind by working with internal and external partners to anticipate accommodation needs, reduce barriers to participation, and create a welcoming environment for all audiences.

Management

- Manage all aspects of the educational offerings on the campus, including the Kykuit tour program, additional campus tours, and educational programming.
- Manage, train, and schedule museum educators to conduct tours, educational programs, and other activities.
- Partner with the Director of Operations and Administration to manage the education and tour program, balancing cost efficiency and operational success.
- Build community and a sense of belonging amongst museum educators through learning opportunities and other activities.

Project Coordination and Assessment

- Collaborate with RBF colleagues on the design, coordination, and delivery of innovative educational programs.
- Monitor and evaluate the effectiveness of tours and other programs.

Skills and Abilities

- Excellent time management and organizational skills.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively, manage multiple priorities, adapt to changing needs, prioritize, and solve problems.
- Strong attention to detail.
- Strong interpersonal skills, with the ability to communicate diplomatically, tactfully, and professionally with staff, guests, and external partners at all levels.
- Ability to maintain a flexible work schedule as needed, including nights, weekends, and holidays. During the primary tour season of roughly May–November, the regular work week will be Tuesday–Saturday.
- Commitment to continuous learning and professional development.
- Ability to assess the effectiveness of programs and activities through evaluation methods such as surveys, feedback forms, observations, and learning assessments and use data to inform program improvements and strategic planning.
- Demonstrated interest in transparent storytelling within the historic house museum context and cultural competency to make these stories relevant to all visitors.
- Basic working knowledge of/interest in the Rockefeller family and RBF mission.
- Ability to use collections database software as well as ticketing software.
- Spanish language proficiency preferred, with the ability to communicate effectively with Spanish-speaking visitors, program participants, families, and community partners.

Education, Experience, and Knowledge

- B.A./B.S. with a minimum of five years of museum education or related experience, or M.A./M.S. with three years of relevant experience.
- Experience developing and delivering programs and tours at a cultural institution, with a focus on history preferred.
- Experience managing a team.

Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance belonging and impact efforts in core responsibilities and institution-wide efforts.
- Respect each RBF employee's contribution and support colleagues in fulfilling their responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness opportunity in all work relationships.

Compensation and Benefits

The starting salary for this position is \$85,300. The RBF reviews compensation on a regular basis to ensure market competitiveness and internal pay equity. We offer a generous benefits package that includes, but is not limited to:

- Medical, Vision, Dental
- 401(k) plan, in which the RBF contributes up to 15 percent of employees' pay. Employees are fully vested after three years of employment.
- Flexible Spending Account
- Health Savings Account with employer contributions of up to \$1,500
- Tuition reimbursement of up to \$4,000
- Upon hire, new staff receive up to 20 vacation days, prorated based on the hire date.

The RBF has adopted a hybrid-remote model, with the expectation of reporting to The Pocantico Center (200 Lake Rd., Tarrytown) or the RBF's New York City office (475 Riverside Drive) at defined intervals or upon request by a manager. Employees at The Pocantico Center are required to work in the office at least three days a week.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. To apply for the Education Specialist position, please use this [link](#).

The application deadline is August 14, 2026.

For additional information, please visit our website at www.rbf.org.