



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Manager, Public Programs, Pocantico Center

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

About The Pocantico Center

In addition to overseeing the stewardship of the historic buildings, collections and gardens, The Pocantico Center is a venue for conferences and meetings on critical issues related to the mission of the RBF. It also serves as a community resource and offers public access through a visitation program, lectures, and cultural events, as well as support to artists and arts organizations in the greater New York City area. Located 20 miles north of Manhattan in the Pocantico Historic Area, The Pocantico Center is managed by the Rockefeller Brothers Fund as part of its agreement with the National Trust for Historic Preservation.

Position Summary

The Rockefeller Brothers Fund seeks a Manager for its Public Programs at The Pocantico Center who is responsible for overseeing all aspects of public programming on the Estate and represents the Fund in its relationships with a wide variety of partners, including Historic Hudson Valley (HHV), other not-for-profits, and the community.

The Manager for Public Programs reports to, provides general administrative support, and performs other tasks as requested by the Executive Director, Pocantico Center.

Key Responsibilities

Public Programs

- Identify and contact potential partners within the cultural ecosystem of Westchester County and New York City to explore opportunities for expanded public access to the estate on the days not programmed by HHV.
- With the Director of the RBF's Culpeper Arts and Culture Program, curate the residency and performance programs at The Pocantico Center.
- Manage the production of The Pocantico Arts Collaborative programs including box office, promotion, and set up in collaboration with Pocantico and Greenrock staff.
- Work with staff and interested partners to develop diverse public programs that are compatible with the RBF's mission and broad program objectives.
- Vet all potential programs with Pocantico staff before entering into a contractual relationship.
- Issue necessary contracts to partners for specific programs to be conducted on the estate: one type for ongoing programs and another for one-time programs.
- Schedule and manage calendar for all public programs.
- Coordinate with Pocantico staff; "Learning Experiences" programs by creating calendar, invitations, information sheets, and gate lists.
- Manage the two local school collaboratives to encourage ongoing dialogue and joint programming.
- Oversee the documentation and evaluation of the Pocantico public programs in order to inform the Pocantico Committee, the RBF Board of Trustees, and others of Pocantico Center activities.
- Manage public program related budget in consultation with the Executive Director.

Visitation Program

- Review and edit all interpretive material associated with the tours.
- With the Executive Director, act as RBF liaison with HHV and maintain regular dialogue with the HHV Kykuit team to build and maintain a stronger working partnership.
- Monitor tours to confirm that RBF and NTHP story is being conveyed on all tours during the applicable seasons.
- Track monthly visitation numbers and distribute to Pocantico staff. Issue regular updates on the status of the visitation program to the Executive Director.
- Oversee school garden program and all garden volunteers.

Community Relations and Administrative Support

- Assist staff in cultivating relationships with community leaders.
- Perform other tasks, including special projects such as the Orangerie adaptive reuse, as requested by the Executive Director.

The incumbent will perform all other duties assigned by the Executive Director, Pocantico Center.

Qualifications

- Knowledge of cultural ecosystem in Westchester County and/or familiarity with community leaders on the local and county level is beneficial.
- Knowledge of the Rockefeller family history and legacy is desirable.
- Proven organizational skills and orientation to detail.
- Strong managerial skills and the ability to communicate clearly to a diverse group of individuals and organizations.
- Excellent interpersonal, verbal, and written communication skills.
- Long-range planning skills.
- Demonstrated ability to work independently and manage multiple projects simultaneously.
- Ability to understand and apply information technology to efficiently accomplish work.

Additionally, 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.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point 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.

Education & Experience

- Bachelor's degree in a relevant field with five years of related experience with a cultural institution. Alternatively, advanced degree in a related field, with three years of required experience.

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. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to recruiting@rbf.org. Include 'Manager, Public Programs' on the subject line of your email. No telephone or fax inquiries please. Application deadline is **November 23, 2018**.

Rockefeller Brothers Fund
Attn: Human Resources – Manager, Public Programs, Pocantico Center
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For additional information please visit our website at www.rbf.org.