

ORGANIZATION: Pioneer Works
POSITION: Executive Director
REPORTS TO: Board of Directors
LOCATION: Brooklyn, NY
INFORMATION: [Website](#)
TO APPLY: Please send cover letter and resume as one PDF to PWExecDirector@pbrsearch.com with title format “Last Name First Name – Letter Resume.”

BACKGROUND

Pioneer Works (PW) is a dynamic nonprofit cultural center that opened its doors to the public in 2012. Imagined by its founder, artist Dustin Yellin, as a place in which artists, scientists, thinkers, and social entrepreneurs from various backgrounds converge, this “museum of process” takes its primary inspiration from utopian visionaries such as Buckminster Fuller and progressive institutions such as Black Mountain College and MIT Media Lab. The mission of Pioneer Works is to build community through the arts and sciences to create an open and inspired world.

The Pioneer Works experience is inextricably linked to its home in Red Hook, Brooklyn. Yellin acquired the building in 2011 and renovated it with founding artistic director Gabriel Florenz. The red brick building that houses Pioneer Works was built in 1866 for what was then Pioneer Iron Works. Pioneer Works’ adaptive reuse of the site represents the organization’s commitment to sustainability and the preservation of historic spaces.

Today, Pioneer Works has a budget of more than \$8 million and offers free and affordable public programs, free residency space and resources for the organization’s creative community, and K-12 STEAM education programs for local school and community partners. Notable astrophysicist and professor, Janna Levin, leads the science programs and the virtual magazine Pioneer Works Broadcast, bringing influential, creative, and scientific minds to the PW community. In 2019, it launched a \$30M capital campaign to ensure long-term financial sustainability and support major capital investments, including accessibility upgrades and New York City’s first-ever public observatory.

POSITION

The Executive Director (ED) will be a highly engaging, strategic leader who will bring a mature business perspective to a group of visionary creatives, including the founder, the founding artistic director, and the director of sciences. The ED will lead from a place of “yes” and work in close collaboration with the board, the team, and external partners to ensure that Pioneer Works continues to grow and thrive as a dynamic cultural center that is deeply connected to the Red Hook community while reaching audiences across New York City and around the world.

With a collaborative spirit and in alignment with ambitious, creative, dynamic programmatic goals, the ED will lead all administrative and operations functions of Pioneer Works, including strategic and organizational planning, fundraising, finance, communications, human resources, community engagement, facilities, and capital expansion. In partnership with a full-time staff of 40, the ED will continue to develop and deploy best-in-class systems and structures that allow for the responsible realization of wild dreams, great ambitions, authentic connections, and extraordinary programs.

RESPONSIBILITIES

- Be a proactive, trusted partner to the founder and the program team, putting in place and overseeing the necessary plans, budgets, infrastructure, systems, equipment, facilities, and human capital to ensure the realization of an ambitious organizational and programmatic vision.
- Participate in donor cultivation, solicitation, and stewardship; oversee the development of robust fundraising systems and structures, ensuring that the staff and board have the tools to effectively manage an extensive base of supporters across all giving channels.

- Be a positive, engaging, and accessible presence for staff, donors, patrons, and community partners, and foster an inclusive and respectful work environment.
- Inspire, lead, and mentor administrative team members, ensuring they are clear on their long- and short-term goals and have the tools, resources, and support to meet them; provide them with opportunities for professional growth and advancement as they fulfill the responsibilities of their respective roles.
- Bolster communications across the organization, developing formal and informal communications channels so all staff are sharing information, ideas, and inspiration and are cross-collaborating in productive ways.
- Develop strong relationships with board members and become their trusted resource on all issues related to the administration of Pioneer Works.

QUALIFICATIONS

- Experience leading the administrative functions in a complex, entrepreneurial, and rapidly growing organization with diverse programs, audiences, partners, and stakeholders.
- Experience overseeing staff responsible for a range of organizational activities; experience partnering with visionaries and creatives as they conceive of and develop a wide array of programs.
- Highly developed interpersonal skills, with the ability to engage fluidly with people from all walks of life, including artists, scientists, community leaders, Red Hook residents and schoolchildren, collectors, patrons, and anyone else who engages with PW's programs.
- Excellent executive function and business skills combined with a creative, flexible mind and outstanding problem-solving abilities.
- Experience working with or serving on a board of directors.

PERSONAL ATTRIBUTES

- An instinctive, compassionate, and strategic leader who is receptive to an array of new ideas and opportunities. The ingenuity to conceptualize options, assess risks, establish ambitious goals, and develop implementation plans with the founders that deliver measurable and achievable results.
- A vitality that inspires donors, board, staff, strategic partners, and others who value Pioneer Works' mission and goals.
- The ability to determine, secure, and maximize the human, financial, and technological resources needed to develop realistic project timelines and deliver beneficial outcomes.
- The acuity to lead distinct yet complementary groups of people, be socially aware, understand differing viewpoints, and mentor an evolving staff and board.
- The dexterity to prioritize strategic initiatives, create a sense of direction, and make decisions that advance organizational growth and community impacts.

COMPENSATION

- Salary range \$225K – \$300K, commensurate with experience, with opportunities to earn performance-based bonus compensation.
- Health, dental, vision, 401(k), and short-term disability insurances in addition to paid family leave, progressive maternal and parental leave, and unlimited paid time off.

Pioneer Works is committed to a diverse and inclusive workforce, one that reflects the varied global community it serves. Pioneer Works is an Equal Opportunity Employer and does not discriminate on the basis of an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. All applications will receive consideration for employment without regard to legally protected characteristics.