



**Business Incubator Association
of New York State, Inc.**

POSTING FOR EXECUTIVE DIRECTOR'S POSITION -

The Business Incubator Association of New York is a member-led association of over 100 business incubators and accelerators across New York State. The association was established in 2005 and provides networking opportunities, educational programming, and advocacy on behalf of its members.

BIANYS is interviewing candidates for the position of part-time Executive Director. The successful candidate will be required to work 20 hours per week. The rate of pay is \$5000/month based on experience. There are no fringe benefits associated with this position. The majority of the work will be done virtually. There will be travel required to assist with statewide and regional events. All travel costs associated with this travel will be reimbursed.

The position of Executive Director with BIANYS provides a remarkable opportunity for candidates looking to make an impact with the inner workings of the entrepreneurial and innovation ecosystem across New York State. You will have opportunities to meet with statewide decision-makers, leaders of university-based and independent incubators and accelerators, and investors who work with founders in industry segments from clean energy to cannabis, agribusiness to biotech, fintech to realtech and more - across New York State.

Executive Director Duties and Responsibilities

The Executive Director serves as the chief executive officer of the organization, providing strategic leadership, operational oversight and external representation. The position reports to the Board of Directors and is responsible for advancing the organization's mission, ensuring financial sustainability, and leading all aspects of the organizational management. This includes:

- Develop and implement the organization's strategic plan in collaboration with the Board of Directors.

- Establish goals, objectives and key performance indicators
- Monitor and evaluate organizational performance against strategic objectives
- Lead organizational change initiatives and adapt strategies based on evolving needs of the ecosystem and startup community Statewide.
- Ensure alignment between programming, operations and strategic priorities
- Foster a positive culture that promotes inclusion and collaboration
- Oversee operations and ensure efficient functioning.
- Work with Board of Directors to develop and oversee annual budgets and financial plans, ensuring financial sustainability and fiscal responsibility
- Develop and implement grow strategies to retain existing members and attract additional members to the organization.
- Build and maintain relationships with key stakeholders, partners and Regional, State and Federal government officials
- Represent BIANYS at conferences, meetings and public events
- Manage media relations and organizational communication and monthly newsletter
- Provide regular communication to the Board of Directors on BIANYS performance

Required Qualifications

- Bachelor's degree
- Significant leadership experience (typically 10-15 years) with a track record in organizational management and strategic planning
- Experience in financial management and budgeting
- Direct experience with incubators/accelerators/startup ecosystems
- Demonstrated grant writing/fundraising success
- Strong problem-solving skills; ability to inspire and motivate others
- Outstanding written and verbal communication; able to engage diverse audiences
- High ethical standards, integrity, adaptability, and resilience
- Must live in New York State

Role at a glance

- Schedule: 20 hours/week (part-time; mostly remote within NYS)
- Compensation: \$5,000/month (approx. \$60,000 annualized); travel for statewide and regional events is reimbursed
- Reports to: Board of Directors
- Location: Remote (must be located in NYS); periodic in-state travel
- Travel: This role is primarily remote. Occasional travel (approximately 1–2 times per quarter) may be required to support statewide and regional events, conferences, and member engagements. All associated travel expenses will be reimbursed.

Preferred System and Platform Experience

- Canva
- Constant Contact
- Quickbooks
- Zoom
- Microsoft Teams
- Doodle
- Microsoft Office (Word, Excel, Powerpoint)
- Google Docs, Drives and Gmail

How to apply

Email your **resume** and **cover letter** (and optionally, 1–2 references) to admin@bianys.com with the subject line “**Executive Director – [Your Name]**” by **September 26, 2025**.

Your cover letter should clearly highlight: Your experience with business incubators, accelerators, or startup ecosystems; Any grant writing or fundraising successes; Your ability to build partnerships with universities, government agencies, investors, and entrepreneurs; Why you are interested in advancing the innovation economy across New York State.
