



## CHIEF FINANCIAL OFFICER

### ABOUT THE THEODORE ROOSEVELT PRESIDENTIAL LIBRARY FOUNDATION

*"Believe you can, and you're halfway there." -Theodore Roosevelt*

Since 2014, the Theodore Roosevelt Presidential Library Foundation (TRPLF) has been planning and building a new, ambitious kind of presidential library and museum. Other presidential libraries tell the story of a single individual, but the Theodore Roosevelt Presidential Library (TRPL) – being built more than a century after T.R.'s death – will do more than preserve history. The TRPL will be a people's library, bringing Roosevelt's values and relentless spirit to life at a critical time in our nation and world, while simultaneously championing the stories of all who "dare greatly, think boldly, care deeply, and live passionately."

The library is currently being constructed in Medora, North Dakota, with a milestone planned for July 4, 2026 – America's 250th anniversary. Participants at the TRPL will learn from – not just about – Roosevelt's story, being transformed in the same stunning Badlands that served as the fulcrum in T.R.'s incredible life story.

Guided by the pillar principles of leadership, citizenship, and conservation, the Foundation has partnered with innovative partners – like the award-winning architecture firm, Snøhetta, the exhibition and media design company, Local Projects, and the best-in-class story crafters, the Future of Storytelling – to build an institution like no other. With plans to be the most sustainable presidential library and campus ever, a revolutionary approach to interpretive design, and programming that will spread the library's message into neighboring Theodore Roosevelt National Park and beyond across the globe, the opportunity to join a talented team in building and opening this institution is truly unique.

### JOB POSTING – CHIEF FINANCIAL OFFICER (CFO) - REMOTE, NORTH DAKOTA PREFERRED

*"Do what you can, with what you have, where you are." -Theodore Roosevelt*

TRPLF is looking for a dynamic, hands-on executive leader to manage the library's finances. Our ideal candidate has strong knowledge of and experience with non-profit governance and planning – and is eager to work hard at work worth doing. Our organization is growing, and we seek a qualified candidate to grow with us.

TRPL's guiding pillars – leadership, citizenship, and conservation – have the potential to reach far beyond the experiences and exhibitions we provide in our physical library. Similarly, we believe that the right candidate can work from anywhere as we share what it means to be "Rooseveltian" in today's world.

As a key member of the TRPLF team reporting directly to the Deputy Director, the CFO is responsible for planning, implementing, managing, and controlling all financial-related activities of TRPL. This person will work closely with the executive team to plan and forecast the overall financial vision for the library. The CFO will be responsible for the management of tasks including strategic planning, accounting, finance, budgeting, debt and investment relationships, audit and compliance, contract negotiations, procurement, investor relationships, and other key partnerships.

The right candidate has the knowledge, skills, and mindset to join a leadership team that strives to work from abundance rather than scarcity. This person will understand that as TRPLF evolves, there must be room for iteration and innovation. We will collaborate, experiment, fail, and try again – and, in doing so, find better ways to engage the greater TRPL community with our heads, hands, and hearts.

Our CFO will provide the leadership and vision to ensure TRPL maintains the proper financial controls and reporting procedures and will implement systems for effectively managing TRPL programs and operations while sustaining financial strength. This person will provide TRPLF leadership with thoughtful, well-researched guidance regarding potential growth opportunities and revenue streams. We seek a candidate ready to join us “in the arena” – and work hand in hand with the rest of the team to create an institution and platform worthy of Theodore Roosevelt’s legacy.

## **CORE KNOWLEDGE AND COMPETENCIES:**

- A master’s degree in business administration, another advanced degree, or equivalent work experience.
- At least 7 years of senior-level financial & human resource experience in a complex and evolving non-profit organization or similar cultural institution.
- Strong analytical, planning, management, and communication skills to facilitate collaboration among the TRPLF team and board, as well as senior staff, donors, partners, and other key stakeholders.
- Experience working with cross-functional teams, plus the skills and experience to motivate and direct a diverse group of staff with tact and diplomacy.
- Strong support for the TRPL mission and an embrace of the TRPL values
- The ability to work with a diverse group of people who represent the full spectrum of backgrounds, experiences, and political beliefs.
- Demonstrated leadership, motivational, management, entrepreneurial, planning, and problem-solving skills. The candidate should be able to prioritize and manage projects autonomously and effectively.
- The ability to step outside of the numbers to address and speak to the TRPL’s mission, vision, values, and pillar principles.

## **JOB RESPONSIBILITIES INCLUDE:**

- Manage TRPL’s financial resources, with an eye to maintaining financial sustainability and growth.
- Oversee the HR function (and staff) for the organization including hiring, orientation, benefits management, payroll, compliance, performance management, separation, and compensation.
- Lead the TRPL’s finance team, providing strong guidance and support to ensure that all financial and human capital activities align with the organization’s greater mission and pillar principles.
- Develop and implement financial and human capital strategies to support TRPL’s strategic goals. Oversee financial analysis, compliance, and budgeting to allocate the TRPL’s resources most effectively.

- Assist in the selection and implementation of key systems which impact the financial operations of the Library including POS & Donor Management.
- Create and implement strategies to support effective endowment management including a managed investment portfolio.
- Oversee the annual financial audit and tax return(s) prepared by independent accounting firm.
- Oversee the treasury function including cash flow projections and ongoing cash management.
- Manage relationships with banks and other financial institutions as needed, with an emphasis on negotiating contracts, securing loans, and supporting fundraising efforts.
- Work directly with the development team to ensure that donor statements are prepared and published on an annual basis.
- Communicate with the TRPLF team and other key stakeholders about pertinent financial and human capital matters and provide counsel for decisions that may affect TRPL finances, management, organizational structure, or mission.
- Develop a productive working relationship with members of the Finance and Audit committees of the Board of Directors (BOD). Present financial results, budgets, and key performance indicators to the BOD on a regular basis.
- Institute rigorous, best-in-class practices, policies, and processes for an evolving organization.

## **BENEFITS**

Full benefits include 403(b), medical insurance, dental insurance, vision insurance, life insurance, short-term and long-term disability, as well as 20 days of paid time off and 10 days of holidays. Salary ranges between \$146,400 - \$185,000 depending upon experience.

## **EEO STATEMENT**

TRPLF is committed to creating a diverse, equitable, and inclusive environment. TRPL does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law as a provision of employment opportunities and benefits.

## **INTERESTED?**

Please send a cover letter and résumé to [jobs@trlibrary.com](mailto:jobs@trlibrary.com), Required subject line designation: CFO. No phone calls, please. Only those candidates selected for an interview will be contacted.