



NORTH DAKOTA DIRECTOR OF DETAILS

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 – NORTH DAKOTA DIRECTOR OF DETAILS

“Do what you can, with what you have, where you are.” -Theodore Roosevelt

TRPLF is looking for someone with vision, drive, and dedication to join the team in North Dakota. The ND Director of Details (NDDD) is a role that combines elements of executive assistant and board liaison. The NDDD will be a coordinator, contact person, and indispensable resource for our busy ND offices, while also acting as a board of directors liaison in partnership with the New York Director of Details (NYDD). In North Dakota, the NDDD will work directly and daily with members of TRPLF’s senior leadership team operating in the state, including Dan Muus (Chief Development Officer) and Ken Vein

(Director of Design + Construction). As a member of the board liaison team, the NDDD will communicate with board members, coordinate meetings, and implement clear and concise file organization.

The NDDD will contribute in many crucial ways – they will manage calendars, organize meetings, welcome visitors, accept phone calls, take messages, make travel arrangements, organize stewardship efforts, manage logistics, and ensure follow-up. This person will identify and fill gaps, creatively problem-solving when things are missing or need attention. She or he will manage the senior leadership team's time for maximum efficiency, and then track meetings for effective follow-through: putting the right people together, memorializing outcomes, and following up with discipline and persistence to ensure completion.

The Theodore Roosevelt Presidential Library is a new and growing institution – we are actively under construction, raising funds in an ambitious capital campaign, and developing programs and partnerships. Working as a cross-functional executive assistant, the NDDD will learn quickly to form a solid grasp of the needs across the Development and Design + Construction teams.

As an institution connecting with private and public leaders, the NDDD must have impeccable personal and professional integrity. The NDDD will help with a warm disposition, crisp follow-through, and good judgment. This person will inspire the confidence of board members and benefactors by projecting energy, optimism, and reliability.

The NDDD should be eager to work hard at work worth doing. Our organization is growing, and we seek a qualified candidate to grow with us. This person should be comfortable working in a fast-paced start-up environment with a small team. The NDDD will understand our important mission and fit well in a culture of driven, organized, dedicated, and fun professionals. This is an exciting, high-access opportunity to be on the front line of a historic project.

Specific qualifications include:

- A bachelor's degree in business, communications, management, another relevant field, or equivalent work experience.
- At least 2 years of experience, preferably but not necessarily in a fundraising environment.
- Consistent diplomacy, ethics, and responsibility in situations requiring tact, confidentiality, and professional discretion.
- A hospitable and welcoming demeanor that encourages cooperation and respect.
- Strong verbal and written communication skills across a wide variety of stakeholder audiences.
- Excellent skills in organization and the ability to creatively solve often ambiguous problems.
- The ability to manage multi-phase projects from inception to completion, the skills to balance multiple concurrent priorities, and an appreciation for consensus-building and complete results.
- The ability to work as part of a complex cross-functional team, as well as independently – including goal orientation and high levels of initiative and motivation.
- The ability to work with a diverse group of people representing the full spectrum of backgrounds, experiences, and political beliefs.
- Willingness to travel as required.
- Strong support for the TRPL mission and an embrace of the TRPL values.

Job responsibilities include:

- Act as the point of contact for the ND-based leadership team.
- Draft and edit correspondence, often on behalf of the senior leadership team, including learning and employing appropriate style and tone.
- Follow up after senior leadership meetings and actions with organized tracking and steps to assure productivity and intentions are captured and acted upon in a timely, complete, and constructive manner.
- Collaborate with the NY Director of Details as board liaisons, including stewarding, coordinating, and preparing for meetings.
- Coordinate with associates to ensure efficient cross-team logistics, including organizing communications and calendars.
- Manage information flow and calendar events in a timely, discrete, and accurate manner.
- Inspire the respect and confidence of stakeholders through professionalism and timeliness.
- Record minutes during meetings and assure their completeness and appropriateness for dissemination.
- Assist with the organization and execution of events as required.
- Create trip itineraries and book travel including flights, rentals, and lodging.
- Welcome and appropriately direct office visitors, plus follow through to capture meeting notes and action items.
- Monitor and screen sources of cold inbound communication – including office phone and generic email address – sharing messages with team members as appropriate.
- Track expenses and prepare timely reports.

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 \$55,000 - \$65,000 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 resume to jobs@trlibrary.com, Required subject line designation: Director of Details ND. No phone calls, please. Only those candidates selected for an interview will be contacted.