

THEODORE ROOSEVELT PRESIDENTIAL LIBRARY

Administrative Support/Director of Details – New York FULL TIME

ORGANIZATION OVERVIEW

The Theodore Roosevelt Presidential Library will honor the life, legacy, and enduring significance of our 26th president through thoroughly 21st Century programming and presentation. Rather than asking people to learn about TR, we invite them to learn about themselves through the colorful example of TR. We hope every encounter will inspire bold action and fearless participation In the Arena-and challenge all of us to dare greatly, live passionately, and care deeply. Just like T.R.

With offices in Fargo, Medora, Bismarck, ND, and New York City, the Theodore Roosevelt Presidential Library Foundation (TRPLF) is working to build a presidential library, the site for which has been selected and the blueprints for which are being drafted. Through the principles of Conservation, Leadership, and Citizenship, we will build an architecturally significant destination at the fulcrum of T.R.'s heroic journey: The Badlands of North Dakota. This is the cradle of his conservation, and where he proved he could embody the strenuous life. Our site location provides a triangle of interest with Mount Rushmore to the south (2.3 million visitors per year) and Yellowstone National Park to the southwest (4.1 million visitors per year). Our mostly NYC-based development staff includes four individual giving professionals, corporate and foundation relations, a post-gift stewardship team, and administration. We have enjoyed substantial principal gifts fundraising success to date, the endorsement and support of the North Dakota Governor and legislature, and advanced planning for a campaign initiative.

POSITION OVERVIEW

Working directly and daily with Ed O'Keefe, CEO of TRPLF, the Administrative Support/Director of Details (DD) is a coordinator, contact person, and indispensable resource for our busy office. The DD contributes in many crucial ways. During a busy week, h/she will manage calendars, organize meetings, welcome visitors, accept phone calls, take messages, make travel arrangements, organize stewardship efforts, manage logistics, ensure follow-up, etc. The DD fills in the gaps providing the creative synthesis to realize when things are missing or need attention. To be successful, the DD should come with the vision, drive, dedication, and facility to manage the CEO and VP's time for maximum efficiency and then track meetings for effective follow-through, putting the right people together, memorializing outcomes, and following with discipline and persistence to ensure completion.

The most important consideration for the presidential library opening is an ambitious ninefigure campaign now in the "quiet" phase and against which over \$156 M has been raised to date. Fundraising is a central task for the CEO that requires a high level of organization and positive interpersonal encounters. An DD can help with a warm disposition, crisp follow through, and good judgment. A good DD will inspire the confidence of board members and donors by projecting energy, optimism, and reliability. Because we are a presidential library with active government involvement, including the involvement of Governor Doug Burgum of North Dakota, the DD must have impeccable personal and professional integrity.

The DD should be committed to the non-traditional aspects of working during COVID-19, managing the start-up nature of the enterprise, and adapting to the dynamics of a small team. This means filling in as needed to serve big ambitions for an important cause. S/he will understand our mission and the sweep of our vision and will fit well within our culture of driven, organized, dedicated, (fun) professionals. This is an exciting, high-access, front-line opportunity with a lot of geographies, a lot of functions, and a lot of personalities.

HOW YOU'LL CONTRIBUTE

- Act as the point of contact for the CEO.
- Manage information flow in a timely and accurate manner.
- Make travel and accommodation arrangements.
- Track daily expenses and prepare weekly monthly or quarterly reports.
- Provide administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the CEO's behalf, learning and employing appropriate style and communications proclivities and preferences while ensuring faultless quality control of all correspondence and written product to reflect positively on TRPLF.
- Coordinate with associates to make logistics work effectively, organizing mailings, calendars, and critical touchpoints with our constituents, including our Board and the demands of quarterly Board meetings.
- Welcome visitors, identify the purpose of their visit, and follow through to make all meetings productive, positive, and complete.
- Interface productively and respectfully with board members, volunteer leaders, donors, vendors, and other constituents in a manner that accrues to a positive impression of the CEO and the TRPLF.
- Manage appointments and calendar events with completeness, discretion, and trustworthiness.
- Coordinate travel arrangements (both domestic and international) and create trip itineraries.
- Use various software, including word processing, spreadsheets, CRM databases, and presentation software to prepare reports and/or special projects.
- Format information for internal and external communication - memos, emails, presentations, reports.
- Take minutes during meetings and assure their completeness and appropriateness for public dissemination.
- Screen and direct phone calls and distribute correspondence.
- Follow the CEO's meetings and actions with organized follow-up tracking and steps to assure productivity and intentions are captured and acted upon in a timely, complete, and constructive manner.
- Assist and organize events as required.
- With the guidance of staff and consultants, manage committee meetings and organization gatherings like the Theodore Roosevelt Council, an advisory group that seeks to attract national names for affiliation and productive relationship with the TRPL project.
- Assist in the personal stewardship of donors and constituents with birthday greetings, reports, news items.
- Prepare diagnostic reports and queries to evaluate progress toward benchmark goals.
- Serve as an effective ambassador for TRPLF and as the primary contact for donors, helping resolve problems, questions, and concerns.

- Inspire the respect and confidence of stakeholders, corporate executives, foundation executives, and our Board.
- Other duties as needed.

REQUIREMENTS

- A sense of humor!
- Bachelor's degree with 2-5 years' experience, preferably but not necessarily in a fundraising environment.
- Diplomatic, ethical, and responsible, with the highest level of integrity.
- A genuine passion for our mission, energy of action, and an ethic for achievement.
- Excellent organizational, social, interpersonal, verbal, and written communication skills and excellent fundraising judgment.
- Ability to generate creative solutions.
- A hospitable and welcoming demeanor that encourages cooperation and high regard for the TRPLF.
- Ability to manage multi-phase projects from inception to completion, as well as the ability to balance multiple concurrent priorities.
- Ability to work independently and as part of a team.
- Detailed-oriented, well organized, focused, and goal-oriented, with high levels of initiative and energy - the kind of person who appreciates completeness and results.
- Excellent problem-solving skills as well as the ability to use good personal judgment in situations requiring tact.
- Respect for confidentiality and absolute professional discretion.
- Ability and proven success as a creative and resourceful problem-solver who can deal with some level of ambiguity and strive to build consensus and execute strategy.
- Strong knowledge and fundamental adherence to principles, ethics, and best professional practices in keeping with a national presidential library that must maintain an immaculate public reputation.
- Ability to conform to the national scope of the project, with a willingness to travel as required.
- Superior writing skills that set the standard in an organization with superior language talents, especially concerning varied audiences (solicitations, personal correspondence, etc.)
- Strong computer skills, including experience using word processing, CRM, and presentation software, and the functional understanding of cross-communication among these systems.
- Excellent interpersonal skills, including flexibility and ability to communicate professionally and diplomatically with a wide variety of constituencies.

BENEFITS

Full benefits include medical, dental, vision, and 403(b). Industry competitive salary.

EEO STATEMENT

TRPLF is committed to creating a diverse, equitable, and inclusive environment. TRPLF 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 to jobs@trlibrary.com, Required subject line designation: Administrative

Support/Director of Details. No phone calls, please. Only those candidates selected for an interview will be contacted.