

THEODORE ROOSEVELT PRESIDENTIAL LIBRARY  
Event Management/Director of Events – Remote 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

Work across the different departments of TRPLF to plan, strategize, and execute events of every size and shape, this person will be instrumental to the success of fundraising events, board meetings, and (eventually) the ground opening events. Most events are hosted by the Development department; they are responsible for fundraising an ambitious nine figure campaign now in the "quiet" phase.

This role is critical to establishing SOPs, guidelines, and the strategy across the organization for hosting events of every size. Bringing strong organizational skills to the table will be necessary to organize all of the ideas and potential events that could be done.

## HOW YOU'LL CONTRIBUTE

- Drive the strategic vision around events; which events should host and which should we not.
- Lead and work alongside internal departments to determine the requirements for events.
- Establishing and agreeing upon important parameters, such as budgets and timeframes.
- Develop staffing plans to ensure quality standards are met.

- Travel to some assigned events to provide on-site support and management, working with gift officers, staff, administrators, and hosts.
- Collaborate with development and others in the creation and distribution of event invitations and the tracking of responses.
- Works collaboratively with staff to ensure appropriate leveraging of event volunteers, attendees and donor relationships.
- Researching suppliers and contractors and negotiating favorable deals.
- Providing regular updates.
- Coordinating activities on the day of an event and implement back-up plans when necessary.
- Performing post-event evaluation and documenting findings.

## REQUIREMENTS

- Proven ability to curate meaningful, memorable and effective experiences.
- Fantastic ability to welcome and accommodate guests, vendors, and team members.
- Creativity.
- A genuine passion for our mission, energy of action, and an ethic for achievement.
- The ability to perform well under pressure and remain calm in crisis situations.
- A gift for being the hostess with the most-est and hospitality focused.
- The ability to multitask, as the job often requires dealing with multiple parties and tasks concurrently
- Strong problem-solving skills and the ability to think on their feet when unexpected events occur
- Strong negotiation skills to effectively deal with suppliers and contractors
- Excellent organizational, social, interpersonal, verbal, and written communication skills and excellent fundraising judgment.
- Ability to generate creative solutions.
- 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.
- 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 and resume to [jobs@trlibrary.com](mailto:jobs@trlibrary.com), Required subject line designation: Event Support/Director of Events. No phone calls, please. Only those candidates selected for an interview will be contacted.