



KORN FERRY®



Theodore Roosevelt
MEDORA FOUNDATION

*Chief Executive Officer
Position Specification
2024*



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Background & Context





About Theodore Roosevelt Medora Foundation

The Theodore Roosevelt Medora Foundation (TRMF) is a public non-profit organization that was formed in 1986 by a multi-million dollar gift from Harold Schafer and his family. Today, the organization has 90+ full time employees, 300+ seasonal employees, and 700+ annual volunteers with revenues of over \$20 million annually and a \$100 million balance sheet. The foundation operates lodging, retail, food and beverage, entertainment, and activities across the town of Medora. Learn more about the beauty and offerings of Medora and the Foundation [here](#).

In 1958, TRMF began running an annual musical, known around the world as the Medora Musical, which is enjoyed by over 110,000 people every summer. The musical, along with the many activities and opportunities to visit the Badlands and Theodore Roosevelt National Park via Medora, brings families from all over the country, particularly the Midwest, year after year for an annual visit.

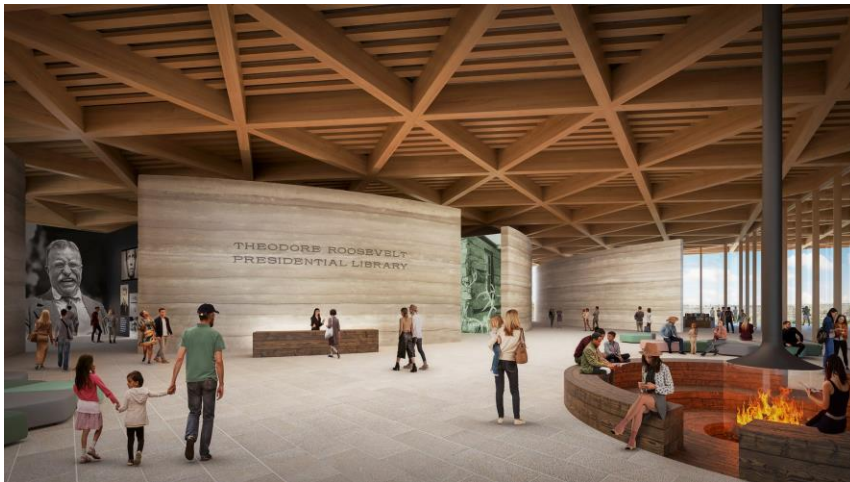
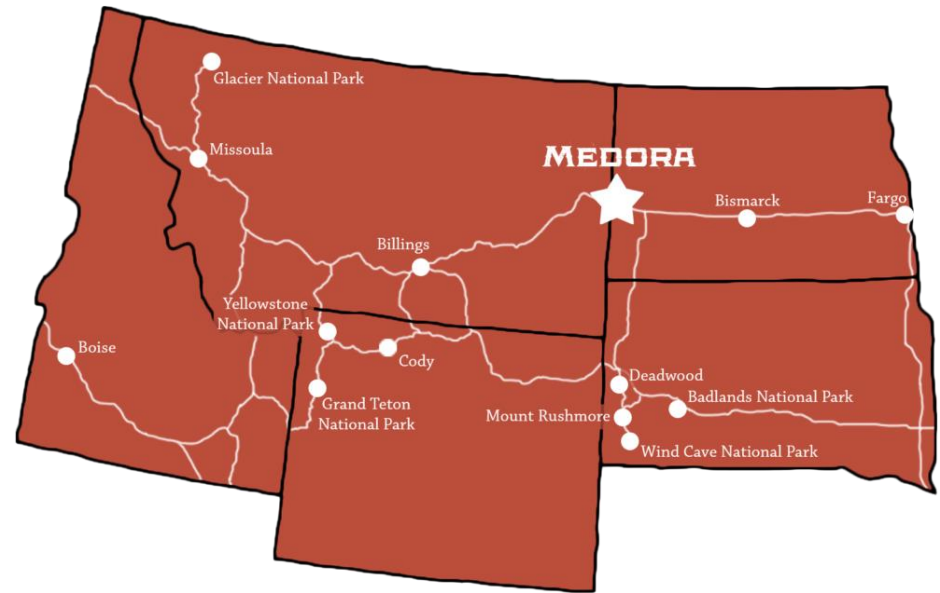
The vision of TRMF is to connect people to historic Medora for positive, life-changing experiences. The foundation works to preserve the experience of the Badlands, the historic character of Medora, and the values and heritage of Theodore Roosevelt and Harold Schafer; present opportunities for guests to be educated and inspired through interpretive programs, museums, and attractions that focus on the Old West, our patriotic heritage, and the life of Theodore Roosevelt in the Badlands; and serve the traveling public, providing for their comfort while visiting historic Medora, the Badlands, and Theodore Roosevelt National Park.

The future is bright for TRMF and historic Medora as it prepares for a chapter of historic growth. Near-term projects include the construction of an Event/Wedding Barn and cabins, near Bully Pulpit Golf Course, enhancements to the new rodeo grounds, and the development of a new lodging property in anticipation of the Theodore Roosevelt Presidential Library opening in 2026.

Additional Information on Medora

Medora, North Dakota, is a unique and authentic western city situated between Theodore Roosevelt National Park and Little Missouri National Grassland. It is situated in the North Dakota Badlands and is home to much of the heritage of Theodore Roosevelt's legacy because of the impression that the region left on him during his visits. Medora's official population is just over 140. Each summer, that population more than quadruples as a workforce of over 350 seasonal employees and over 700 volunteers arrive to serve the traveling public. The Theodore Roosevelt Medora Foundation operates history, education and entertainment businesses in Medora and is committed to preserving the heritage of this special place.

[Video about Medora](#)



Theodore Roosevelt Presidential Library

The Theodore Roosevelt Presidential Library is being built in Medora, North Dakota, and is expected to open on July 4, 2026, the 250th anniversary of America. This will be a library and museum truly like no other. Designed by the international architectural firm Snøhetta, the Theodore Roosevelt Presidential Library will be the only carbon-neutral presidential library and will function in harmony with the unique ecology that surrounds it, being a model of self-sufficiency.

TRMF's Key Operations:

The Medora Musical and the Burning Hills Amphitheater

Since 1965, the Medora Musical has been produced every summer in Medora at the open-air Burning Hills Amphitheater and draws over 110,000 visitors annually. The musical is an ode to the "Wild West" days of the region and always includes references to Theodore Roosevelt. The musical is a well-known tourism driver across the region and is synonymous with the arts and culture of North Dakota. The 2,800-seat amphitheater is owned and maintained by the Theodore Roosevelt Medora Foundation.

Lodging

- Rough Riders Hotel – Medora's Western-themed, luxury-style hotel with 70+ rooms and one of the largest private library of books on, and by, Theodore Roosevelt
- The Badlands Motel – Drive-up style motel with modern amenities and 114 units
- Elkhorn Quarters – Family-friendly lodging built in 2018 with 341 total rooms (some used by staff throughout the season)
- Hyde House – Downtown Medora furnished 1883 home managed by the Rough Riders Hotel
- The Medora Campground – 225 campsites, including everything from primitive camping to full 50-amp hook-ups, rustic tents, cabins and even covered wagons, nestled along the Missouri River
- Wooly Boys Inn – Two rentable family-friendly suites managed by the Rough Riders Hotel



TRMF's Key Operations:

Activities

- Bully Pulpit Golf Course – iconic 18-hole golf course set among the Badlands
- Trail Rides – guided horseback riding along the buttes and canyons of the region
- Trail Systems – miles of hiking and walking trails and adjacent to the Maah Daah Hey Trail which is separate from TRMF and runs in and around the historic Theodore Roosevelt National Park
- Brunch with President Roosevelt – Breakfast with Joe Wiegand, arguably the world's best Theodore Roosevelt reпрisor
- Harold Schafer Heritage Center – Museum and garden
- Point to Point Park – Family-friendly park with mini-golf, zipline adventures, and a lazy river pool
- Multiple gift shop centers and retail options
- Medora Gospel Brunch – Seasonal brunch favorites at the Town Square Show Hall and an inspiring musical performance
- Townsquare Patio – Seasonal live music performances
- Variety Shows and Shoulder Season Musicals at the Old Town Hall Theater
- Seasonal festivals and events including traveling theater and magic shows

Food & Beverage

- Pitchfork Steak Fondue – A seasonal, outdoor steak-fry, badlands barbeque before every showing of the Medora Musical that serves over 40,000 people each season
- Theodore's Dining Room – Fine dining in a casual setting, year-round
- Badlands Pizza & Saloon – Seasonal pizza, sandwiches, and a full line of soda and draft beer
- Sheriff Bear's Ice Cream & Burgers – Seasonal burger and ice cream venue
- Medora Fudge & Ice Cream Depot – seasonal
- Cowboy Lyle's Candy Barn – seasonal candy shop



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The Role



About the Role

Long-time executive Randy Hatzenbuehler will be retiring as CEO of the Theodore Roosevelt Medora Foundation in 2025. The search for the Foundation's third-ever executive leader (in its sixty years of existence) is critical for the future growth and success of the organization.

The TRMF Chief Executive Officer is the chief strategist, visionary, innovator, community voice and fundraiser for the Foundation, leading engagement with local community, long-term donors and external stakeholders, while helping to drive strategy and growth.

In addition, the CEO oversees the administration of programs and all operational activities for Medora, while ensuring its resources are used to assure maximum benefits to visitors and the community.

The next CEO of TMRF will have the opportunity to build upon a leading historic foundation and strong leadership in developing and managing operations and partnerships. The CEO will be expected to continue to grow and evolve the organization to meet the needs of today and the future.

This leader will report to a 19-person Board of Directors, and partner closely with the Board of Directors of Bully Pulpit Inc., which is a wholly owned subsidiary of TRMF. She/he will lead the Foundation into its next chapter, including overseeing three major capital projects and managing the development of public infrastructure, amidst integration of an iconic presidential library to the Medora and badlands experience.



Key Responsibilities

Staff Leadership

- Leadership development – serve as a mentor to the executive team members and ensure resources for development of foundation employees, particularly the executive team.

The following roles report into the Chief Executive Officer:

- Chief Operating Officer (team includes Maintenance, Parks & Rec, Riding Stables, Entertainment & Retail, Lodging & Food Service, Grounds, Clubhouse) - total team of 52
- Chief Financial Officer (team includes Human Resources, IT, Accounting and Finance) - total team of 17
- Development Director (team includes Major Gifts, Membership, and TR Historian/Impersonator) - total team of 5
- Chief Sales & Marketing Officer (team includes Digital Media, Communications, Social Media, Graphic Design, Sales, Reservations, and Events) - total team of 10

Strategy Development and Board Governance

- Lead and direct the Foundation's vision, mission, strategy and its annual goals and objectives. Work with board chair and board committee chairs to enable the 17-person Board to fulfill its governance function.
- Support function and administration of the Board through regular communication and serve as primary conduit between Board and staff. These responsibilities are primarily carried out through:
 - Preparation and coordination of three regularly scheduled meetings of the full Board each year
 - A monthly meeting of the Board's Executive Committee; and various other Board committee meetings
 - Ongoing identification and recruitment to serve as future board members
- Oversee the development and implementation of the strategic plan in its next phase of evolution. Communicate annual business plan and strategic plans to Board of Directors and the management staff. The plan affirms the vision, values and mission of the Foundation; updates the 3-year vision, sets the major initiatives for the coming year and is the basis for the capital budget.

Key Responsibilities (cont.)

Fundraising and External Relations

- Establish and maintain TRMF's culture for philanthropy, building relationships with people who share TRMF's vision to connect people to Historic Medora for positive, life-changing experiences.
- The President/CEO is a member of the organization's fundraising team and helps set priorities that align with organizational strategic plan.
- Works closely with the Development Director to optimize fundraising results for the organization.
- Ensure that the organization and its mission, programs, products and services are consistently presented positively to relevant stakeholders including the City of Medora, Billings County, TR National Park, ND State Historical Society, ND Cowboy Hall of Fame, Medora residents, donors, volunteers, and others.
- Keep the Foundation's focus on enhancing the visitors' experience in Medora. Ensure outstanding customer service and the expansion and development of mission-appropriate new products and services by integrating history, education, and entertainment into the visitors' experience whenever practical.

Financial and Operational Leadership

- Directs the CFO to complete the annual budget for board approval and prudently manage the organization's resources within those budget guidelines according to current laws and regulations.
- Oversees operations in tandem with the Chief Operating Officer to make sure that facilities, food and beverage, and overall day-to-day operations are efficient, cost-effective and managed properly.
- Work alongside the CFO to ensure tax reporting and compliance, particularly around the filing of the annual 990.
- Provides board with annual organizational risk assessment.

Experience & Professional Qualifications

The ideal CEO candidate will be a proven leader with demonstrated success in building, implementing, and executing innovative and transformative strategies across operationally intensive, community-facing businesses. The CEO must honor the strong heritage of Medora while providing a clear vision for the strategic path forward to lead the organization and region in its next chapter and continually fuel growth.

Specifically, this person will have demonstrated ability and a successful track record in the following areas:

- Strong executive presence with clear decision-making skills and track record in strong leadership;
- A natural networker with the ability to build strong relationships with local community, visitors and broader stakeholders including policymakers, donors and vendors;
- Connection to North Dakota and/or appreciation for Western heritage, Medora, and TR. If the candidate does not have a pre-existing connection, they should demonstrate a path toward building affinity;
- Clear track record in financial and operational performance of companies of similar or greater scale;
- A visionary with a strong growth mindset, willing to activate change while also preserving culture and appreciating diversity;
- Leadership rooted in honesty, integrity and professionalism with a commitment to the Foundation's values;
- Experience collaborating with a Board of Directors and managing a staff, particularly through a strategic planning process;
- Fundraising expertise and an understanding of how to improve revenue and cash flow through a variety of channels;
- The organization is headquartered in Medora with offices in Bismarck. As such, the CEO should have the ability to relocate to western North Dakota (Bismarck area) with substantial time spent in Medora, North Dakota, particularly during the summer season.

Korn Ferry Contacts

For general inquiries about the search, nominations of candidates for the role, or to express personal interest in the role, please contact:

trmf@kornferry.com

Additional Korn Ferry Contacts		
Alison Harrigan Senior Client Partner Sector Leader, Travel, Hospitality & Leisure	Mobile: Email:	(650) 279-5641 Alison.Harrigan@kornferry.com
Charlie Ingersoll Senior Client Partner Co-Leader, Nonprofit Practice	Mobile: Email:	(202) 256-2267 Charles.Ingersoll@kornferry.com
Libby Cornelssen Senior Associate	Mobile: Email	(339) 222-8880 Libby.Cornelssen@kornferry.com
Cheryl Sequeira Project Coordinator	Mobile: Email:	(415) 288-5356 Cheryl.Sequeira@kornferry.com



