



CONSERVATION PROJECTS MANAGER

The Palouse Land Trust (PLT) is seeking a highly-motivated, detail-oriented, and personable **Conservation Projects Manager** for a full-time position located in Moscow, Idaho, a community that is home to the University of Idaho and nearby Washington State University. The Palouse Land Trust is a non-profit organization that supports a collaborative work environment and commitment to diversity.

The Conservation Projects Manager will report to the Executive Director and be an integral team member on a dedicated staff that is overseen by a volunteer board of directors. This position serves as the main point of contact to develop land protection projects and partnerships that further advance PLT's work to conserve open space, working farm and ranchland, and important wildlife habitat in north-central Idaho and Whitman County, Washington. Responsibilities will also include ensuring that stewardship obligations on current easements are being met. The ideal candidate will have a demonstrated ability to manage projects and grants with exceptional attention to detail and possess strong writing skills. Also, this position requires excellent interpersonal skills to develop and maintain professional and positive relationships with landowners, partners, and the community at large. The Conservation Projects Manager must uphold a personal commitment to the voluntary nature of land conservation and finding conservation options that work for private landowners.

AREAS OF RESPONSIBILITY:

I. Land Protection: Conservation Easements and Land Acquisition (50%)

Collaborate with the Executive Director and Board of Directors to:

- a. Serve as main point of contact and project lead with landowners for purposes of identifying and protecting natural areas. Communicate in a manner that adheres to the PLT's policies and procedures to communicate consistently regarding conservation options, costs, and basic financial implications and benefits of conservation projects.

- b. Prepare all baseline documentation for conservation easement and fee title projects. Evaluate site features and conditions, current land uses, and conservation values as related to project selection criteria for each property being considered for conservation. Utilize mapping software (e.g., ArcGIS) to explain and define conservation values and project plans.
- c. Work with legal counsel to draft, revise, finalize, and record conservation easements and fee title transactions.
- d. Function as project manager, coordinating multiple sub-contractors and in-house due diligence steps to ensure thorough, timely and ethical completion of conservation projects.
- e. Develop partnerships and collaborations with agencies and organizations to further PLT's conservation programs in accordance with strategic plan.
- f. Act as key staff to coordinate and support the PLT Board of Directors Lands Committee, including drafting agendas, preparing materials for meetings, giving presentations and/or reports, recording meeting minutes, and assisting with follow-up tasks.
- g. Seek out land acquisition funding opportunities and administer grants related to conservation projects with keen attention to leveraging funding and keeping perpetual stewardship in mind.

II. Stewardship (30%)

- a. Maintain thorough, organized and detailed project records that are accurately filed for all conservation easement and fee title properties. Documentation must adhere with Land Trust Accreditation requirements. Provide assistance in periodic accreditation renewal.
- b. Coordinate and conduct annual monitoring visits on all conservation easements and owned properties to ensure the property is being used in accordance with the terms of the conservation easement or management plan.
- c. Collect detailed field data using photos, GPS units, and data sheets. Prepare reports and maps for protected properties using ArcGIS and other tools.
- d. Maintain cordial, productive and respectful relationships with easement landowners that build connections and provide year-to-year continuity.
- e. Be a responsive resource for conservation easement landowners, providing recommendations on stewardship best management practices, answering technical questions, and linking them with community resources to support land stewardship.
- f. Respond to requests for approvals and amendments from easement landowners.
- g. Responsible for implementing management plans on fee interest properties and developing management plans for new parcels acquired by PLT in fee interest.
- h. Seek out funding opportunities and partnerships to help implement management plans and perpetual stewardship of easement properties.
- i. Act as the lead coordinator and supervisor for volunteer events related to stewardship of fee-title properties.
- j. Interpret legal and technical documents (conservation easements, baseline studies, and partner agreements) to assess compliance with easement terms.
- k. Work closely with the Executive Director and legal counsel to resolve any conservation easement violations.

III. Administrative Support (20%)

- a. Engage as a team member of the Land Trust professional staff.
- b. Maintain current knowledge regarding the legal, financial, and conservation implications of conservation easements and land protection methods.
- c. Report to the Board on all conservation projects and solicit assistance, input and approvals as required and necessary.
- d. Assist Executive Director with Board and Committee responsibilities, including long-range planning and donor development.
- e. Support the organization's fundraising and operations work and facilitate partnerships that contribute to community conservation efforts.
- f. Possess high standards for adherence to PLT's policies and the Land Trust Alliance's (LTA) *Land Trust Standards and Practices* to meet national standards for land trust accreditation.
- g. Build positive landowner and community relationships to support the land trust's conservation programs and enforcement actions.
- h. Work with PLT staff to develop outreach materials and publicity related to our conservation project work. Provide content to newsletters and other publications as requested.
- i. Participate and help coordinate Land Trust events and activities and special events, including annual meetings and fundraising events as necessary.
- j. Provide organizational support as requested by Executive Director.

OTHER RESPONSIBILITIES: Travel to meetings and training opportunities; some with overnight stays. Must be able to work some non-standard hours, including evenings and weekends.

MINIMUM QUALIFICATIONS:

- Commitment to conservation and the mission of the Palouse Land Trust. Ability to work with diverse community partners to achieve shared goals.
- Bachelor's Degree in natural resources, agriculture, law, conservation planning or related field and at least 2-3 years of related work experience.
- Strong interpersonal, verbal, and written communication skills and a can-do attitude.
- Ability to represent the organization to the general public, respecting the diversity of our stakeholders, partners, and clients.
- Well-organized, detail-oriented, able to set priorities and manage time to adhere to multiple projects and timelines under pressure of deadlines.
- Ability to manage complex projects with multiple sub-contractors.
- Capacity to work independently and work effectively as part of a team.
- Willingness to occasionally take on work outside of the immediate job description when in the best interest of the organization.
- Proficiency with office software including Microsoft Word, Excel, and Powerpoint. Willingness to learn other software as required.
- Experience with handheld GPS and ability to use and edit spatial data in ArcGIS and other mapping software to produce effective maps.
- Ability to lift up to 35 pounds, walk on uneven, steep, and rough terrain, and perform field work in all-weather conditions.

- Valid, insurable driver's license and reliable personal vehicle (mileage reimbursement for personal vehicle use provided).
- Possess high standards for adherence to organization policies related to conflict of interest, privacy of information, and diversity, equity and inclusion.
- Ability and willingness to work some non-standard hours, including evenings and weekends.

ADDITIONAL QUALIFICATIONS: Preference will be given to candidates that possess the following:

- Working knowledge of Inland Pacific NW native species, management of common weeds, common land management issues, and restoration techniques.
- Knowledge of and ability to communicate information regarding conservation easements and other land protection tools.
- Demonstrated experience with a land trust or other non-profit organization related to land conservation.
- Experience with real estate and land transactions.
- Understanding of legal descriptions and title research.
- Experience leading and working with volunteers.
- Familiarity with the culture, heritage and geography of PLT's service area.

SALARY: \$42,000-\$45,000, based upon experience, with opportunity for growth. Position includes paid sick and annual leave with employer-sponsored medical and retirement options.

TO APPLY: Please email (pdf preferred) resume, cover letter describing qualifications, and a list of three professional references to:

Lovina Englund, Executive Director

lovina@palouselandtrust.org

Subject line: Conservation Projects Manager application

Applications are requested by end of day on **Sunday September 2, 2018**. This position may remain open beyond this date until a pool of qualified candidates is identified. Candidate review will begin prior to closing date, so early submissions are encouraged.