



Job Description

POSITION TITLE: Conservation Project Coordinator

REPORTS TO: Conservation Director/Stewardship Director

STATUS: 1 FTE, Exempt

DATE POSTED: January, 2018

GREENBELT LAND TRUST

Greenbelt Land Trust (GLT) was formed as a non-profit in 1989 for the protection and stewardship of the mid-Valley's special places. GLT currently serves a 4-County area in the mid-Willamette Valley. By acquiring land and conservation easements and working with private landowners to encourage good stewardship practices, GLT has contributed to the protections of more than 3,000 acres of lands in the mid-Valley. With 7 full-time, 3 part-time, and several seasonal staff members, an 11 member volunteer Board of Directors, and hundreds of supporters and project partners, Greenbelt Land Trust has become a regional leader in conservation.

JOB SUMMARY

The Conservation Project Coordinator is a full-time position and acts as a member of the Conservation and Stewardship Team. The Conservation Project Coordinator assists and leads activities related to acquisition projects and stewardship responsibilities for Conservation Easements and Fee properties. The Coordinator plays an integral role in land acquisition due diligence, landowner and funder negotiations, project budget and timeline tracking, record keeping, and administering Conservation Easements. The Conservation Project Coordinator participates in fundraising efforts to support land protection and stewardship, including securing private donations and grants from government and foundation sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Land Conservation (49%)

- Assist Conservation Director with due diligence tasks for projects under guidance of the Land Transaction Procedures including appraisal reviews, landowner option/purchase agreements, surveys, ESAs, title report reviews, water rights, cultural resource reviews, public notification, insurance and any other actions required to complete land transactions.
- Assist Conservation Director in development of conservation easements, option/purchase agreements, access easements, deed restrictions and other legal documents for land transactions.
- Regularly communicate with Conservation and Stewardship Team during the pre-acquisition process on developing staff evaluations, timelines, due diligence needs, costs, and funding opportunities.
- Work with Conservation and Stewardship Team to complete GIS/mapping needs for land transactions, presentation materials on conservation opportunities, land acquisition grant applications, and other general GIS needs.
- Work with Conservation and Stewardship Team in developing baseline reports, project management goals or any other required documentation for land transactions.
- Coordinate with GLT's CFO to coordinate invoicing, contracts and other needs related to due diligence requirements.

- Work with Conservation Director to coordinate and execute all land conservation and acquisition transaction closings.
- Document each land conservation transaction through carefully organized paper and electronic files and ensure all pertinent documentation and communications are present and summary of project and costs are included.
- Assist with grant agreements, expenditures and reporting related to land transactions.
- Participate in professional development opportunities to advance the role and knowledge of the Conservation Project Coordinator to further the technical, legal, and broad nature of the position.

Stewardship (49%)

- Monitor conservation easements, ensure compliance and prepare reports.
- Respond to conservation easement owner information requests, notifications, permitted uses, and amendment requests according to GLT policies.
- Ensure compliance with project funding obligations; prepare and submit reports; communicate with funding agencies.
- Coordinate property tax, special assessment, zoning, land use agreements, leases, access easements, and other documents for protected properties.
- Assist with water right issues and in-stream transfer processes for protected properties.
- Develop and maintain land conservation and stewardship records and assist with implementing the electronic stewardship database.

Other (2%)

- Carry out other duties as assigned by supervisor.

PREFERRED QUALIFICATIONS

- A demonstrated commitment to land conservation.
- Minimum BA/BS degree in natural resources management, conservation, law or another related field of study and 2-5 years of experience in land conservation, real estate, or related field; or equivalent combination of education and experience.
- Experience with land conservation real estate transactions and conservation easements.
- Experience with negotiation and relationship building.
- Strong speaking, writing, and listening skills. Ability to work with diverse people and develop positive working relationships, especially with co-workers, landowners, rural stakeholders, conservative communities and government agencies.
- Ability to work under pressure with tight deadlines.
- Comfortable working independently while managing various tasks and a strong track record demonstrating initiative and results in a complex environment.
- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Proficient with standard computer software, including Microsoft Office, and familiarity with GIS/mapping and database software a plus.
- Knowledge of current tax and conservation laws.
- Willingness to work occasional evenings and weekends.
- Must be able to hike rough and varied terrain.
- Must have a valid driver's license and be able to drive.
- Exercises high ethical standards.
- A demonstrated commitment to promoting and enhancing diversity.

COMPENSATION

Starting salary is \$40,000-\$50,000 DOE. Greenbelt Land Trust's benefit package includes generous vacation and sick leave, paid holidays, and a retirement plan match. GLT pays 100% of health, vision and dental insurance for full time employees. This is a full-time exempt position, based in Corvallis, Oregon. Our hiring decisions are based on merit, qualifications, and abilities. We grant equal employment opportunity to all qualified persons without regard to race, color, age, sex, religion, sexual orientation, gender identity, marital or familial status, physical or mental disability, legal source of income, or national origin.

TO APPLY

Please email a cover letter, resume, and contact information for up to three references **all in a single PDF** to jobs@greenbeltlandtrust.org with "Conservation Project Coordinator" in the subject line. Address cover letter and any questions to Claire Fiegener, Conservation Director. **Applications are only accepted electronically and are due by COB Monday, February 5th, 2018.**

Please visit our website for more information: www.greenbeltlandtrust.org