



**POSITION TITLE:** Conservation Manager  
**REPORTS TO:** Conservation Director  
**STATUS:** 1 FTE, Exempt  
**DATE:** May 2022

#### **ABOUT GREENBELT LAND TRUST**

Greenbelt Land Trust is an accredited land trust based in Corvallis, Oregon. We are honored to have been listed within the top 100 Best Nonprofits to work for in Oregon. Since 1989, we have protected over 3,700 acres of native prairies, forests, floodplain habitats, trails and working lands.

Our vision is a thriving, healthy environment for all and our work is oriented around three strategic areas: climate resilience, community wellbeing, and social justice. We believe that by protecting and taking care of the lands and waters of the Willamette Valley, we will all be better off. Our air and water will be cleaner, our fish and wildlife more abundant, our working lands more productive, and our communities, families, and children will be healthier. That's the vision that we've been making a reality for 33 years in the Willamette Valley.

We are enthusiastically launching our search for our next team member to help carry this work forward.

#### **POSITION SUMMARY**

The Conservation Manager is a critical member of the Conservation Team at Greenbelt Land Trust, supporting land acquisition projects from beginning to close. The Conservation Manager uses strong program management and communication skills to assist and lead activities related to fee title and conservation easement acquisition, including project development, due diligence, landowner and funder negotiations, project budget and timeline tracking, and recordkeeping. The Conservation Manager furthermore participates in fundraising efforts to support land protection, including securing and managing grants from government and foundation sources. The Conservation Manager plays an integral role in implementing Greenbelt's Conservation Strategy and Strategic Framework and in building partnerships across the region.

All positions at Greenbelt Land Trust are active in the organization's commitment to equity, diversity, and inclusion (EDI), and will participate in efforts to integrate the values of EDI into Greenbelt's daily operations and program governance.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### Due Diligence and Acquisition (50%)

- Lead in completing due diligence tasks for projects including appraisal reviews, landowner option/purchase agreements, surveys, Environmental Site Assessments, title report reviews, water rights, cultural resource reviews, public notification, insurance, and any other actions required to complete land transactions.
- Lead in development of conservation easements, option/purchase agreements, access easements, deed restrictions and other legal documents for land transactions.
- Work with Conservation and Stewardship Team in developing baseline reports, land management goals and any other required documentation for land transactions.

- Coordinate with Finance team on 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 project summaries and costs are included.
- Lead in grant agreements, expenditures, and reporting related to land transactions.
- Participate in professional development opportunities to further technical expertise and broaden the capacity of the position.

#### Conservation Project Development (40%)

- Respond to conservation inquiries, educating and sharing resources with landowners, screening projects for review with Conservation Team.
- Support Conservation Director in implementing Conservation Strategy updates and outreach
- Track and manage complex project tasks and communicate regularly with staff, landowners, funders, and partners.
- Regularly communicate with Conservation and Stewardship Teams during the pre-acquisition process on developing staff evaluations, timelines, due diligence needs, costs, and funding opportunities.
- Lead in grant-writing and funding opportunities for conservation projects
- Work with Conservation and Stewardship Team to complete GIS/mapping needs for land acquisition grant applications, presentation materials on conservation opportunities, reports, and other general GIS needs.

#### Partnership (5%)

- Represent Greenbelt in building partnership with conservation and community organizations, coalitions, agencies, tribes, and working groups.

#### Organizational (5%)

- Assist GLT staff with fundraising, tours, events, and general operations
- Participate in organizational planning initiatives and trainings

Other duties as assigned by supervisor.

#### **BASIC QUALIFICATIONS**

- A genuine passion for land and water conservation
- A demonstrated commitment to promoting and enhancing diversity and equity
- Experience planning and prioritizing workloads to meet tight deadlines while juggling priorities
- Strong organizational skills, with excellent recordkeeping and attention to detail
- A demonstrated ability to work independently and show initiative
- Demonstrated ability to work collaboratively, be accountable, and motivate others
- A creative and solutions-oriented mindset
- Exceptional communication skills, including strong writing, listening, and presentation skills and/or storytelling
- Experience communicating with a variety of audiences (e.g. government agencies, municipalities, landowners, and/or the general public)

- Experience drafting reports, grants, contracts, and/or legal agreements
- Proficiency in Microsoft Office

#### **PREFERRED QUALIFICATIONS**

- Experience in the legal field or realty field
- Experience using GIS and database management
- Working knowledge of ecology, natural resource management, land use planning and/or related fields

#### **EXCEPTIONAL CANDIDATES WILL HAVE SOME/ ALL OF THE FOLLOWING EXPERIENCE:**

- Experience with land conservation real estate transactions and conservation easements.
- Experience managing and preparing government and/or private grants or funding proposals with a track record of success

#### **WORKING CONDITIONS**

- Work includes periods that can be fast-paced, stressful, and requires managing multiple projects with deadlines
- This work has an outdoor component that occasionally requires accessing rough/varied terrain
- This work requires occasional travel within the Willamette Valley. Must have or be willing to obtain a valid OR Driver's License.
- A willingness to work flexible hours and occasional evenings and weekends is necessary
- This position can be a hybrid of work from home and office work, with an expectation of being at least 50% in-office work

#### **COMPENSATION**

Starting salary is \$55,000-65,000, DOE. Greenbelt Land Trust provides a group health plan, dental, vision, and short and long term disability benefits, retirement, eleven floating holidays, and 16- hours per month Paid Time Off. This is a full-time exempt position. Greenbelt Land Trust is an equal opportunity employer. We are committed to a diverse and equitable workplace and encourage people from underrepresented groups to apply.

#### **TO APPLY**

With 'Conservation Manager' in the email subject line, email a one-page cover letter\*, resume, contact information for three references, and a 250-word statement on why equity is an important value in your personal and/or professional life or your future plans towards growing in this area.

Send to: [jobs@greenbeltlandtrust.org](mailto:jobs@greenbeltlandtrust.org) (Applications are only accepted electronically).

**Deadline of Sunday, June 12, 2022 at (5pm)** – position will remain opened until filled.

\*Your application will be evaluated based on your strengths in the following categories, so please specifically address these points in your letter:

1. Project management background and how you prioritize tasks.
2. Communication and People skills. Your ability to work cooperatively with diverse partners to achieve shared goals.
3. Familiarity with land conservation transactions, if applicable.