



Lands Project Manager Job Description

About the Gallatin Valley Land Trust.

The Gallatin Valley Land Trust connects people, communities, and open lands through conservation of working farms and ranches, healthy rivers, and wildlife habitat, and the creation of trails in the Montana headwaters of the Missouri and Upper Yellowstone Rivers. Since our founding in 1990, the Gallatin Valley Land Trust has protected 101 properties totaling over 45,000 acres and has helped create over 100 miles of trails in the Main Street to the Mountains trail system. We are an accredited land trust and have approximately 2,000 members. For more information about GVL and its programs, visit www.gvlt.org.

Role of the Lands Project Manager. The Lands Project Manager develops and manages land conservation projects throughout GVL's service area and plays an important role in achieving GVL's land conservation mission. The Project Manager is responsible for building effective working relationships, and negotiating and completing complex land transactions with private landowners, government agencies, and other partners. The Lands Project Manager is part of the GVL Lands Team and works collaboratively with all lands staff to develop strategic, innovative and lasting conservation projects.

Essential Duties:

Develop, negotiate, fund and manage land conservation projects (80 %):

- Initiate and sustain outreach with individual landowners, landowner groups, and other strategic partners to identify and develop new land conservation projects.
- Meet with landowners to discuss potential conservation options, and outline costs and basic financial implications and benefits of conservation easements.
- Evaluate new projects based on the current strategic land conservation goals and project selection criteria.
- Prepare and review acquisition and transfer documents (e.g. conservation easements, purchase agreements, title documents, escrow instructions, etc.) in collaboration with GVL legal counsel.
- Oversee all aspects of due diligence work related to easement acquisition including contracting and managing consultants with a range of expertise (e.g. appraisers, attorneys, realtors, environmental scientists, surveyors, etc.)
- Manage land conservation projects as they move through GVL's internal review process and present projects to GVL Lands Committee and Board of Directors.
- Identify funding strategies for conservation projects and develop funding proposals for purchase of conservation easements through public and private granting sources.
- Maintain complete files on active projects, and create permanent paper and digital files once a transaction is recorded. Ensure that all land conservation transactions are adequately documented, including written reports, database management and GIS maps.

Planning and Administration (20%):

- Develop and monitor an annual work plan. Assist with the preparation of budgets for land conservation projects.
- Cultivate and utilize relationships with community members, as well as local, regional, and national partners to further GVL's mission and goals.
- Outreach to landowners and landowner groups throughout the GVL service area to help them better understand conservation easements and how they can achieve private land conservation goals.

- Participate in national and/or regional networks of land conservationists to further GVLT's mission.
- Stay current on all aspects of conservation easements and other land conservation issues.
- Participate in bi-weekly staff meetings, Lands Committee meetings, and bi-monthly Board meetings, keeping colleagues and members apprised of issues as they arise.
- Help coordinate and facilitate Lands Committee, including drafting agendas and providing orientation and development to Committee members.
- Assist with GVLT membership support activities and events as needed.
- Assist with administrative and office responsibilities as needed.
- Assist other staff as needed.

Qualifications

- Minimum BA/BS in natural resources management, conservation, law or another field of study.
- Minimum three years of experience in land conservation, real estate, finance, law, or related experience, or an equivalent combination of education and experience.
- Highly-motivated, creative, organized and detail oriented self-starter with a passion to serve our land conservation mission.

Knowledge, Skills and Abilities (preferred)

- Ability to develop positive working relationships with a diversity of people including co-workers, landowners, community leaders, government agencies and donors.
- Experience initiating, negotiating and managing conservation easement or other real estate transactions.
- Strong speaking, writing and listening skills.
- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Ability to meet tight deadlines and juggle multiple tasks.
- Proficiency with ArcGIS, GPS and field mapping techniques.
- Experience with grant writing, budgeting and fundraising.
- Knowledge of the theories, practices, principles and techniques of land conservation.
- Knowledge of current tax and conservation laws.
- Familiarity with lands, waters and wildlife of the Gallatin Valley and Greater Yellowstone.
- Physical requirements: ability to walk up to one mile over rough terrain and navigate in remote areas.

Compensation

This position is full-time exempt. Salary range \$42,000 - \$47,000, or negotiable DOE. GVLT provides competitive health benefits, retirement match, and vacation leave.

To Apply

Email a letter of interest, resume and contact information for three references to penelope@gvlt.org with "Lands Project Manager" in the subject line. Applications are only accepted electronically. No calls please. Screening of applications begins June 1, 2017 and the position is open until filled. GVLT is an equal opportunity employer.