



## POSITION ANNOUNCEMENT CONSERVATION EASEMENT MANAGER

Hours: 1.0 FTE  
Status: Exempt  
Reports To: Stewardship Director  
Salary: Starting at \$45,000 annually, or based on experience  
Benefits: 25 paid time off (PTO) days a year, with longevity increases after 5 and 10 years  
9 paid holidays/year  
Health Insurance  
403(B) Retirement Plan with employer match/contribution  
After 5 years of employment, and every 5 years thereafter, employee is eligible to apply for a sabbatical of up to three months, which may be paid or unpaid.

Five Valleys Land Trust (Five Valleys) is seeking a full-time Conservation Easement Manager to support the organization's stewardship program. The Five Valleys Land Trust mission is to protect for future generations western Montana's natural legacy – our river corridors, wildlife habitat, agricultural lands, and community open spaces. The five valleys we serve are the Bitterroot, the Blackfoot, the upper Clark Fork, the Missoula/lower Clark Fork, and the Mission-Jocko. We believe that the character of these valleys, and the thriving communities in them, is rooted in the clean rivers, open lands, and abundant wildlife that surround them. We work with communities, private landowners, governments, and other partners to protect these natural treasures for the benefit of this and future generations. Five Valleys currently holds 185 conservation easements across 80,000 acres in western Montana. Five Valleys Land Trust has been accredited by the Land Trust Alliance Accreditation Commission since 2008. We have a dynamic, engaged, and committed 11-member staff and 15-member volunteer Board of Directors.

**Position Summary:** The Conservation Easement Manager is a key team member responsible for overseeing annual monitoring, maintenance, and related stewardship activities for conservation easements held by Five Valleys Land Trust. The Conservation Easement Manager is guided by Five Valleys' core values of excellence, integrity, cooperation, and patience to deliver on the organization's vision and to fulfill our stewardship commitments. The Conservation Easement Manager works closely with Five Valleys' Stewardship Director and

Staff Attorney to carry out and strengthen Five Valleys' conservation easement stewardship program, including: maintaining positive relationships with conservation easement landowners and land managers; supporting landowners in easement stewardship and management; ensuring organization and completion of annual monitoring activities; and maintaining stewardship files and documentation in accordance with Five Valleys' Standards and Practices. When necessary, the Conservation Easement Manager plays a central role in enforcement of conservation easements, including resolving easement violations and minimizing the likelihood of violations through careful relationship building with landowners and land managers. The Conservation Easement Manager will also assist with volunteer and restoration activities on conservation easement lands, and work closely with Five Valleys' acquisitions staff as appropriate during new conservation easement project development.

**Duties & Responsibilities:** The major responsibilities associated with this position are outlined below. The time allocation provided here is approximate. The Conservation Easement Manager, in consultation with the Stewardship Director, will determine precise allocations based on annual work planning.

**80% - Conservation Easement Monitoring, Maintenance, and Compliance**

- Be familiar with and carry out Five Valleys' conservation easement stewardship policies and practices
- Work with Stewardship Director to schedule and complete annual stewardship monitoring visits by vehicle and foot to all of Five Valleys' conservation easements and to ensure that conservation easement terms are upheld
- Serve as the first point of contact with conservation easement landowners and land managers
- Build relationships and maintain open communication with conservation easement landowners and land managers
- Coordinate communications with conservation easement landowners and land managers, including writing and mailing annual pre-season letter and questionnaire
- Respond in a timely manner to, and document questions and inquiries from, conservation easement landowners and land managers
- Produce necessary reports and accompanying documentation for each monitoring visit, including reporting to third-party entities as required by funding agreements
- Respond in a timely manner to and document questions and inquiries from conservation easement landowners, real estate agents, prospective buyers, and others
- Work with Stewardship Director and Staff Attorney to track reserved rights and other easement data, enforce conservation easements, resolve easement violations, and document responses to compliance issues
- Maintain Five Valleys' LOCATE database of conservation easements and landowners/land managers

- Compile all monitoring reports and supporting documents at the end of each year; complete filing of all monitoring documents in accordance with Five Valleys' Standards and Practices

#### **10% - Conservation Easement Landowner Outreach**

- Consult with and support landowners and land managers on stewardship and management issues as they arise
- Develop forest and grazing management plans with landowners when needed
- Assemble conservation easement packets and orient successor landowners to Five Valleys Land Trust and their conservation easement as needed; work with realtors to help inform prospective buyers about conservation easements on properties for sale
- Provide resources to landowners, including up-to-date information on funding programs, natural resource experts, stewardship/land management tools, etc.
- Work with outreach staff to sponsor networking and educational events for landowners
- Communicate with landowners about stewardship/natural resource management topics using a variety of media such as Five Valleys' website, blog, email, in-person trainings, annual gatherings, or workshops
- Assist landowners with resource management and enhancement projects when appropriate
- Work with Stewardship Director and outreach staff to prioritize, organize and promote, and implement Hands on the Land volunteer stewardship projects and events on conservation easement lands

#### **5%- Conservation Project Support**

- Meet regularly with project managers to stay up-to-date on new projects in progress and provide input from a stewardship perspective
- Work with project managers and Staff Attorney to continually edit/improve/refine conservation easement template language

#### **5% - Other Duties**

- Participate in regular staff meetings, and board/committee meetings as needed
- Participate in organizational events (e.g. annual banquet, Stewardship Society party, holiday party, volunteer appreciation party, and others)
- Assist with grant writing/fundraising as appropriate
- Develop an annual work plan
- Complete annual self-evaluation and employee evaluation with Stewardship Director
- Assist with the preparation of annual stewardship program budget
- Represent Five Valleys at community/outreach events when needed
- Participate in professional development/training opportunities

## Required Qualifications

- Genuine enthusiasm for private land conservation and the mission, goals and values of Five Valleys Land Trust
- Bachelor's degree (minimum)
- Excellent written and oral communication skills
- Minimum two years of experience working with a land trust and/or in a natural resource or conservation-related field
- Working knowledge of topics and issues relevant to working lands and natural resource management in western Montana, such as noxious weeds, livestock grazing, and forest management
- Excellent organizational skills and attention to detail
- Excellent interpersonal skills and genuine interest in working with people; ability to meet new people and appreciate a wide range of perspectives, views, and ideas
- Trustworthy, ability to build and maintain strong relationships with people
- Demonstrated ability to resolve disputes
- Desire to work in a highly collaborative, team-based environment, but ability to work independently
- Willingness and ability to travel throughout the Five Valleys service area
- Willingness to work irregular hours, particularly during the peak easement monitoring season (April-October)
- Valid, insurable driver's license and clean driving record
- Proficiency in Microsoft Word, PowerPoint, and Excel; ability to learn new computer programs and database management systems; Mac(iOS) experience preferred
- Experience using ArcGIS and GPS technology
- Experience using the Salesforce LOCATE app preferred

## Physical Work Requirements

- Ability to work outdoors for extended periods of time in all weather conditions
- Ability to hike over rough terrain and up to several miles in a day

**How to Apply:** Persons interested in this position should send a letter of interest outlining the reasons why they should be considered for the position and a resume demonstrating their qualifications and strengths. Applicants are encouraged to submit their materials as soon as possible but no later than 5:00 PM (Mountain Standard Time) on October 31, 2019. Application materials should be emailed to Forrest Boughner at [forrest@fvlt.org](mailto:forrest@fvlt.org). Information about Five Valleys Land Trust and its conservation work can be accessed at [fvlt.org](http://fvlt.org).