

# MONTANA ASSOCIATION OF LAND TRUSTS

## MALT MEMBERS

Bitter Root  
Land Trust,  
Hamilton

Kaniksu  
Land Trust,  
Sandpoint, ID

The  
Conservation  
Fund,  
Missoula

Five Valleys  
Land Trust,  
Missoula

Flathead  
Land Trust,  
Kalispell

Gallatin Valley  
Land Trust,  
Bozeman

Montana Land  
Reliance,  
Helena

The Nature  
Conservancy,  
Helena

Prickly Pear  
Land Trust,  
Helena

Rocky Mountain  
Elk Foundation,  
Missoula

The Trust  
for Public Land,  
Bozeman

Vital Ground  
Foundation,  
Missoula

## AFFILIATE MEMBERS

Missoula County  
Community and  
Planning Services

Land Trust  
Alliance

Ducks Unlimited

Montana Fish,  
Wildlife & Parks,  
Lands Program



**Glenn Marx, Executive Director 490-1659**  
**P.O. Box 892, Helena MT 59624**  
**Email: [montanamalt@q.com](mailto:montanamalt@q.com)**  
**Website: [montanalandtrusts.org](http://montanalandtrusts.org)**

March 27, 2020

The Montana Association of Land Trusts (MALT) is seeking to fill a unique position within the Montana land trust community working with the Natural Resources Conservation Service (NRCS) in support of Farm Bill conservation programs.

Through a MALT/NRCS "shared position," MALT is seeking to hire a Montana ALE Program Coordinator who will work for MALT and its member land trust organizations, and work specifically with NRCS state and national officials to successfully implement the Agricultural Land Easement (ALE) Program in Montana. Funding for this position has been received for three years, through June 2023, from a grant from the National Fish and Wildlife Foundation.

Applicants should have agricultural and private land conservation experience, expertise in contract administration and government programs, and be able to occasionally travel. This position is primarily based in Bozeman, working out of the NRCS State Office.

Other qualifications:

A minimum of a Bachelor's degree in natural resource, planning, business, organizational development or a related field.

Experience in private land conservation, agriculture industry, contract administration and government operations.

Candidates must have demonstrated the ability to exercise sound judgment, and have displayed initiative and innovation on past jobs and/or contracts.

Demonstrated ability to think strategically, develop and manage complex projects from initial application to fully completed project, and adopt new approaches in response to changing circumstances.

An ability to learn and translate information into action.

Experience and proven ability to encourage and nurture collaboration among diverse project partners, with an ability to create and thrive in a team environment and work in partnership with a variety of people and organizations.

Excellent written and oral communication skills, with proven ability to convey information clearly.

Exceptional interpersonal skills with the ability, style and personality to foster collaborative problem-solving and resolve or diffuse conflict.

Proven organizational skills and strong attention to and interest in detail, with an ability to meet deadlines and make progress on complex multiple tasks.

Ability to work independently.

Position Details:

Full-Time

Report: To MALT Executive Director

Hiring Entity: Prickly Pear Land Trust / Montana Association of Land Trusts

Key Partners: NRCS, MALT Board of Directors, MALT Farm Bill Team

Start Date: May 2020

Position Location: Based in Bozeman

Salary Range: \$56,000 - \$59,000 Depending on Experience

Benefits: Employer provides competitive health benefits, retirement match and vacation leave

Interested parties should contact Glenn Marx, MALT executive director, at [montanamalt@g.com](mailto:montanamalt@g.com) or 406-490-1659 with questions or to submit an application.

**The application deadline is April 24, 2020.**

Applications may also be sent to:

Glenn Marx

Executive Director, Montana Association of Land Trusts

Box 892

Helena, MT 59624

The program duties and responsibilities of the MALT / NRCS shared position are to:

**1. Increase ALE Program Capacity.** The shared position will provide additional capacity to the Montana NRCS State Office in support of Montana land trust participation in the ALE Program. This additional capacity will assist overall ALE Program planning, implementation and evaluation to the NRCS (including the State Conservationist (STC), the Assistant State Conservationist for Easement Programs (ASTC-Easements), the NRCS Easement Program Specialist, and to MALT leadership, including the Executive Director, the MALT Board of Directors and MALT Farm Bill Team. In addition, and within the goal of added capacity, the shared position will:

- a. Support development and submission of ALE applications to ensure project planning, application, and agreements are accomplished and completed timely and efficiently.
- b. Support NRCS project review procedures, including pre-obligation review, deed and appraisal review, internal control reviews and the payment processing.
- c. Assist NRCS with setting application deadlines, setting ranking criteria, assisting with state funding requests and allocations, and work within other ALE program details necessary to produce complete applications and timely, consistent and predictable ALE project closings.
- d. Track program activity deadlines; gather and analyze program activity data; recommend follow-up as necessary to ensure the various phases of planning, application, and contracting will be accomplished timely and efficiently.
- e. Produce and maintain a current and accurate summary of completed projects – accessible to NRCS and MALT members.
- f. Participate in State Technical Advisory Committee meetings and other meetings critical to completing assigned duties.

**2. Enhance Communication & Clarity.** The shared position shall communicate effectively, both verbally and in writing, with ALE program applicants and project managers, funding partners, NRCS State Office, MALT executive director, MALT board of directors, and full MALT membership to enhance ALE Program implementation. The shared position shall also:

- a. Provide ALE Program state and national office communications to MALT members and ALE partners in a clear, timely and effective manner, including information related to project approvals and allocations, waiver requests and approvals, cooperative agreement drafts, Realty Specialist approvals, and other ALE Program information as needed.
- b. Routinely and promptly answer day-to-day questions regarding ALE Program policy, rules and procedures, including researching and answering land trust and ALE partner questions through a solid understanding of ALE Program Rules, deadlines, and decision-making authority.
- c. Provide MALT and NRCS advice that is timely, responsive, and accurate. Keep MALT and NRCS informed of difficult and/or controversial issues and unique problems related to ALE Program delivery.
- d. Provide ALE Program outreach and guidance to priority NRCS field offices and present information at public meetings, landowner workshops, national and regional conferences and other forums as requested by MALT in conjunction with the NRCS.
- e. Work closely with the NRCS Easement Programs Specialist, MALT member project leaders, national ALE Program NRCS staff and other national organizations to ensure efficient program delivery, including confirming documents submitted for NRCS review as they are received, updated and completed; obtaining information about ALE applications and projects; assisting with Program implementation delays or uncertainties; and monitoring adherence to required timelines and procedures.
- f. Establish and maintain good working relationships with fellow professionals in other federal, state, and local agencies to enhance ALE Program development and partnerships.
- g. Consistently act as a liaison between MALT and NRCS, which will involve organizing, facilitating and leading conference calls, meetings, and workshops between NRCS, MALT members, and other partners to streamline communications and address issues as they arise.
- h. Work with the NRCS in consultation with MALT to develop and utilize a tracking process and product for ALE applications and easements that will consistently and accurately track ALE application projects.