



## Conservation Projects Manager Position Description

The **Land Trust of the Treasure Valley** (LTTV) is seeking a highly-motivated, detail-oriented and personable Conservation Projects Manager for a full-time position located in Boise, Idaho. Since 1996, LTTV has worked with private landowners, neighborhoods, and public agencies to protect open space from the ridgetops of the Boise front to the Snake River Valley in southwest Idaho. LTTV is a non-profit organization supporting a collaborative work environment and commitment to diversity. For more information about LTTV and its programs, visit [www.lttv.org](http://www.lttv.org).

**Essential Functions.** The Conservation Projects Manager reports to the Executive Director and is an integral team member on a dedicated staff overseen by a volunteer board of directors. This position assists with the development and management of land protection projects and partnerships conserving open space, working farm and ranchland, and wildlife habitat. Responsibilities also include ensuring stewardship obligations on current easements, LTTV fee-owned lands, and lands we manage for third parties. The ideal candidate will have a demonstrated ability to manage projects and grants with exceptional attention to detail and possess strong writing skills. This position requires excellent interpersonal skills to develop and maintain professional and positive relationships with landowners, partners, and the community at large. The Conservation Projects Manager must uphold a personal commitment to the voluntary nature of land conservation and finding conservation options that work for private landowners.

### Specific Duties

#### **I. Land Protection: Conservation Easements and Land Acquisition (40%)**

- In collaboration with the Executive Director, work with landowners to identify and protect natural areas. Communicate in a manner that adheres to LTTV's policies and procedures regarding conservation options, costs, and basic financial implications and benefits of conservation projects.
- Prepare all baseline documentation for conservation easement and fee title projects. Evaluate site features and conditions, current land uses, and conservation values as related to project selection criteria for each property being considered for conservation. Utilize mapping software (e.g., ArcGIS) to illustrate, explain and define conservation values and project plans.
- Work with legal counsel to draft, revise, finalize, and record conservation easements and fee title transactions.
- Manage project due diligence by coordinating multiple sub-contractors and staff to ensure thorough, timely and ethical completion of conservation projects.
- Develop partnerships and collaborations with agencies and organizations to further LTTV's conservation programs in accordance with LTTV's mission and vision.
- Seek out land acquisition funding opportunities and administer grants related to conservation projects with keen attention to leveraging funding and keeping perpetual stewardship in mind.

## **II. Stewardship (45%)**

- Maintain detailed project records that are accurately filed for all conservation easement and fee title properties. Documentation must adhere with Land Trust Accreditation requirements. Provide assistance in periodic accreditation renewal.
- Coordinate and conduct annual monitoring visits on all conservation easements and owned properties to ensure the property is being used in accordance with the terms of the conservation easement or management plan.
- Develop, manage and implement fee for service land management agreements as well as LTTV fee interest properties.
- Collect detailed field data using photos, GPS units, and data sheets. Prepare reports and maps for protected properties using ArcGIS and other tools.
- Interpret legal and technical documents (conservation easements, baseline studies, and partner agreements) to assess compliance with easement terms. Work closely with the Executive Director and legal counsel to resolve any conservation easement violations.
- Maintain cordial, productive and respectful partnerships with easement landowners, public agency representatives and other non-profit organization staff. Serve as a resource for conservation easement landowners, providing recommendations on stewardship best management practices, answering technical questions, and linking them with third-party resources to support land stewardship.
- Respond to requests for approvals and amendments from easement landowners.
- Seek out funding opportunities and partnerships to help implement management plans and perpetual stewardship of easement properties.
- Act as the lead coordinator and supervisor for volunteer events related to stewardship of conservation lands.
- Provide oversight/supervision of LTTV outdoor educational programming.

## **III. Administrative Support (15%)**

- Engage as a team member of the Land Trust professional staff. Provide organizational support as requested by Executive Director.
- Maintain current knowledge regarding the legal, financial, and conservation implications of conservation easements and land protection methods.
- Provide support as needed/directed to the Board of Directors Lands Committee, including preparing materials for meetings, giving presentations and/or reports, etc.
- Assist Executive Director with Board and Committee responsibilities, including long-range planning and donor development.
- Support the organization's fundraising and operations work and facilitate partnerships that contribute to community conservation efforts.
- Possess high standards for adherence to LTTV's policies and the Land Trust Alliance's (LTA) Land Trust Standards and Practices to meet national standards for land trust accreditation.
- Work with LTTV staff to develop outreach materials and publicity related to our conservation project work. Provide content to newsletters and other publications as requested.
- Participate and help coordinate Land Trust events and activities and special events, including annual meetings and fundraising events as necessary.

- Travel to meetings and training opportunities; some with overnight stays.
- Must be able to work some non-standard hours, including evenings and weekends.

### **Qualifications, Skills, and Abilities**

- Commitment to conservation and LTTV mission. Ability to work with diverse community partners to achieve shared goals.
- Bachelor's Degree in natural resources, agriculture, conservation planning or related field and at least 2-3 years of related work experience.
- Strong interpersonal, verbal, and written communication skills and a can-do attitude.
- Well-organized, detail-oriented, able to set priorities and manage time to adhere to multiple projects and timelines under pressure of deadlines.
- Ability to manage multiple and complex projects with multiple sub-contractors.
- Capacity to work independently and work effectively as part of a team. Willingness to occasionally take on work outside of the immediate job description when in the best interest of the organization.
- Proficiency with office software including Microsoft Word, Excel, and Powerpoint. Willingness to learn other software as required.
- Experience with handheld GPS and ability to use and edit spatial data in ArcGIS and other mapping software to produce effective maps.
- Ability to lift up to 35 pounds, walk on uneven, steep, and rough terrain, and perform field work in all-weather conditions.
- Valid, insurable driver's license and reliable personal vehicle (mileage reimbursement for personal vehicle use provided).
- Possess high standards for adherence to organization policies related to conflict of interest, privacy of information, and diversity, equity and inclusion.
- Working knowledge of mountain west native species, management of common weeds, common land management issues, and restoration techniques, preferred, as well as demonstrated experience with a land trust or other non-profit organization related to land conservation and/or real estate or land transactions.

### **Compensation**

Salary range (\$42,000 - \$45,000) and benefits for the position are competitive and dependent upon experience. This position is full-time exempt.

### **To Apply**

Email a letter of interest, resume, and three references to LTTV Executive Director at [egrace@lttv.org](mailto:egrace@lttv.org) with "Conservation Project Manager Search" in the subject line. All application materials must be combined in one pdf document with your name as part of the document name. Applications are only accepted electronically; no calls please. Application review begins September 21st and closes Oct 18<sup>th</sup>. It is our intent to bring the new Conservation Project Manager onboard on or before November 15<sup>th</sup>, 2020. LTTV is an equal opportunity employer.