



Position Title: Lands Program Manager
Reports to: Conservation Director
Status: Full-time exempt
Starting Salary: \$60,000-\$80,000, DOE, with generous benefits package
Closing Date: Open until filled; review of applications will begin on August 29, 2022

About the Gallatin Valley Land Trust. The Gallatin Valley Land Trust (GVLТ) connects people, communities, and open lands through the conservation of working farms and ranches, healthy rivers, and wildlife habitat, and through the creation of trails, in the Greater Yellowstone Area of Montana. Since our founding in 1990, GVLТ has conserved 122 properties totaling over 52,000 acres and has helped to create over 100 miles of trails in Bozeman’s Main Street to the Mountains trail system. GVLТ is an active land trust in the region and a national leader in community focused conservation. GVLТ’s staff and programming continue to grow, fueled by deep community embrace and engagement.

Summary of Position. GVLТ seeks a highly motivated and organized individual to fill a critical position on our land conservation team and to join our growing GVLТ family. The Lands Program Manager (LPM) oversees a portion of GVLТ’s land conservation program and is responsible for initiating, advancing, and completing land conservation projects primarily utilizing conservation easements. This individual is responsible for developing strong partnerships with private landowners, agricultural and conservation groups, governmental agencies, and resource professionals, and represents GVLТ to diverse constituents and stakeholders. We are looking for someone with a deep commitment to land conservation, as well as experience with conservation easements or other real estate tools, knowledge of local natural resource values and excellent communication skills. In addition to leading land conservation projects, the LPM will help to set strategic priorities for their landscape, develop budgets and work plans, and there is the potential for this position to supervise a Lands Project Manager. The LPM is part of a 6-person Lands Team that works collaboratively to develop strategic, innovative and lasting conservation projects. The position is also an integral part of the larger GVLТ team and will work across departments to support trails, fundraising, communications, and outreach departments as well.

Essential Duties:

Initiate, advance and complete land conservation projects (70%):

- Identify, evaluate, and pursue priority land conservation projects to achieve GVLТ’s land conservation mission.
- Initiate and sustain outreach with individual landowners, landowner groups, and other strategic partners to develop new conservation projects.
- Negotiate conservation easements with landowners and landowner representatives.
- Oversee all aspects of due diligence work related to easement acquisition including title and mineral reviews, environmental assessments, and managing consultants such as appraisers, attorneys, natural resource professionals, surveyors, etc.
- Work with legal counsel to support necessary legal work including drafting conservation easement deeds and other real estate documents, reviewing title and preparing closings.
- Identify funding strategies and sources for conservation projects.
- Develop applications and represent projects through NRCS farmland conservation programs and the Gallatin County Open Lands Program.
- Administer and develop applications for GVLТ’s \$3.8 million grant through the NRCS Regional Conservation Partnership Program.
- Manage and represent projects as they move through GVLТ’s internal review process.
- Utilize ArcGIS to evaluate properties, develop maps, assess resources and complete funding applications.

- Maintain complete files on active projects and create permanent paper and digital files once a transaction is complete.

Partnerships and Planning (20%):

- Identify, pursue, and engage in collaborative partnerships with landowner groups, government agencies, and other conservation focused NGOs.
- Provide leadership and education in the community regarding land conservation opportunities including organizing and attending events and delivering presentations to groups.
- Outreach to landowners and landowner groups to provide information about conservation easements and other conservation options.
- Participate in national and regional conservation networks to further GVLT's mission.
- Develop strategic priorities for the land conservation program and update GVLT's strategic land conservation plan.
- Stay current on all aspects of conservation easements and other land conservation issues.

Management and Other (10%):

- Assist the Conservation Director with coordination and administration of GVLT Lands Committee and Board meetings.
- Potential to supervise a Lands Project Manager, supporting and encouraging their learning, problem-solving and professional development.
- Participate in bi-weekly staff meetings, and bi-monthly Board meetings, to keep colleagues and members apprised of project status.
- Assist with donor support activities and events as needed.
- Assist with administrative and office responsibilities as needed.

Qualifications:

- Minimum of bachelor's degree in natural resources management, conservation, law or another related field of study and/or applicable experience.
- Three to five years of experience, preferably in the area of private land conservation, natural resource management, agriculture, law, real estate or another applicable field.
- Highly-motivated, creative, organized self-starter with a passion to complete land conservation transactions.
- Ability to take initiative and comfort with leadership positions.
- Excellent written and verbal communication skills.

Essential Skills & Competencies:

- Proven ability to develop positive and effective working relationships with diverse partners including private landowners, agricultural groups, resource professionals, government agencies and the general public.
- Exceptional interpersonal skills and the ability to communicate effectively both verbally and in writing.
- Proven organizational skills and strong attention to detail.
- Ability to meet deadlines and prioritize multiple and complex tasks.
- Ability to publicly represent GVLT, its mission, and core values.
- Proficiency with Microsoft Office Suite and ArcGIS.

Preferred Skills & Competencies

- Knowledge of the practices, principles and techniques of private land conservation.
- Knowledge of conservation easements and other real property interests.
- Knowledge of current tax and conservation laws.
- Knowledge of natural resource values and issues in the Greater Yellowstone Ecosystem.

- Knowledge of funding sources, particularly from government agencies such as the NRCS.

Generous benefits package includes:

- 2 weeks paid vacation increased to 3 weeks at one year of employment. Employees gradually increase to 5 weeks of paid vacation after 5 years of employment;
- 10 days of paid personal leave and 10 paid holidays;
- Eligible for a 2-month paid sabbatical after 5 years;
- Health Insurance, Vision and Dental Insurance, Health Savings Account contributions, Long Term Disability Insurance, Basic Term Life and AD&D Insurance;
- Matching retirement contributions up to 3%.

If you meet 75% of the above qualifications, you are encouraged to apply.

Application Procedure: Please submit a cover letter explaining your interest in the position with resume and three professional references to: EJ Porth, ej@gvlt.org. This position will remain open until filled. Applications will be reviewed starting August 29, 2022. GVLT is an equal opportunity employer and values candidates who bring diverse perspectives to our work.