



Land Conservation Specialist Position Description

The Chelan-Douglas Land Trust (CDLT) seeks a Land Conservation Specialist to support the mission and vision of a growing and successful land conservation organization in North Central Washington. The CDLT has a solid record of community engagement, land protection, and stewardship. The Land Trust connects people to nature and has earned an excellent reputation for bringing diverse groups of people together to achieve common conservation goals. CDLT is an equal opportunity employer.

CDLT MISSION: We engage communities in conserving, caring for, and accessing the natural lands and waters that sustain North Central Washington.

CDLT VISION: We envision thriving natural systems sustaining the diversity of human communities in North Central Washington

POSITION SUMMARY:

The Land Conservation Specialist plays an essential role in developing and coordinating complicated projects to permanently protect wildlife habitat and natural open spaces. Reporting to the Lands Program Manager, the Land Conservation Specialist works with willing landowners to conserve priority lands, participates in conservation planning, and coordinates project due diligence. The successful candidate will be an excellent communicator and have a high level of interpersonal skills.

DUTIES AND RESPONSIBILITIES:

In collaboration with CDLT's Executive Director, Lands Program Manager, Lands Committee, Board, and legal counsel, the Lands Program Specialist:

- Works in a team setting to review, develop, and implement CDLT's conservation strategies based on the principles of ecology, geography, conservation biology, resources, and the needs of the communities in which we work.
- Carries out all phases of land acquisition projects including landowner outreach, cultivation and negotiation; coordination with partners and funders; and consultations with stewardship staff on project evaluations.
- Reviews and responds to landowner requests and inquiries regarding potential gifts or sales.
- Identifies grant opportunities to develop, research, write, present, implement and track grants and other funding sources to achieve land protection goals.
- Works with landowners, their agents and advisors, appraisers, title companies, surveyors, funders, lenders, and others to complete land transactions.
- Drafts documents such as options, purchase and sale agreements, conservation easements, memoranda of agreement, and reviews and makes suggestions on such documents under the supervision of the Lands Program Manager.

- Assists with in-house review of title, survey, environmental and other due diligence materials under the supervision of the Land Program Manager.
- Maintains good working relationships with a variety of local, state, regional, national and tribal conservation partner organizations and agencies to bring together people, projects and resources.
- Tracks the progress of all CDLT land protection projects and maintains CDLT's land protection records as required by adopted Board policy, grant requirements, and LTA Accreditation standards and practices.
- Assists in CDLT Board and Lands Committee preparation and meetings.
- Serves as a resource to other CDLT staff on issues involving CDLT properties.

DESIRED QUALIFICATIONS:

- Two to five years of success in a conservation-related field, with knowledge and experience of real estate, land protection techniques, land conservation principles, landowner negotiations, complex project management and diverse partner collaboration.
- Demonstrated ability to track project budgets and independently initiate, structure, negotiate, manage and close complex projects.
- Experience negotiating and building relationships with landowners, private partners, federal and state agencies and other nonprofits and agencies.
- Experience with grant development, management, and reporting.
- Knowledge of natural resources, the geography of the landscape and the economy and people of Central Washington.
- Excellent verbal and written communication skills, with a strong attention to detail and recordkeeping.
- Commitment to the mission and impact of CDLT.
- Initiative-taker, self-disciplined person with spark, imagination, and creativity.
- Patience, persistence, and to remain focused and not intimidated by tasks/time limitations or setbacks.
- Absolute discretion in working on confidential matters.
- Valid driver's license and ability to hike in uneven terrain.

ADDITIONAL ESSENTIAL DUTIES:

Despite its steady growth, Chelan-Douglas Land Trust remains a small, grassroots organization. As such, this position may be needed to assume added duties as directed by the Lands Program Manager to retain and advance the viability of this non-profit organization.

SALARY AND BENEFITS:

We offer a competitive salary that is consistent with Land Trust Alliance practices, with excellent benefits, including group medical and dental insurance, travel reimbursement, training opportunities, 30 days of paid holiday and vacation time, and a simple IRA with employer match. Both salary and work hours are negotiable. Starting salary is dependent upon experience and full or part time hours \$45,000-\$60,000 per year.

TO APPLY:

Applications will be reviewed as received until November 27, 2023, or until the position is filled. Please send a cover letter and résumé by email to Angela Morris, Associate Director at angela@cdlandtrust.org