



December 15, 2021

## Land Protection Manager Job Posting

**Job Title:** Land Protection Manager

**Salary:** \$47,000 - \$55,000 plus benefits

**Status:** Permanent full-time

**Reports To:** Conservation Director

**Location:** Lacey, WA

**Application Deadline:** Open until filled – review of applications beginning January 19, 2022.

Capitol Land Trust is seeking a **Land Protection Manager** who is highly motivated, passionate about local land conservation, and has a strong desire to be a part of our community.

The Land Protection Manager identifies and carries out new conservation easement and fee acquisition projects in Capitol Land Trust's service area through close collaboration with the Conservation Director. This position carries out all phases of land acquisition projects from initial outreach and landowner negotiation, grant writing and funding procurement, due diligence, drafting legal documents, supervision of contractors (attorneys, appraisers, surveyors), through developing baseline reports and management plans. The Land Protection Manager takes part in conservation planning and facilitates important communications, negotiations, and relationships, including partnerships in landscape-scale conservation, to further the interests and mission of the organization.

CLT has a culture of positivity, empathy, and gratitude that is shared by its 10 staff and 15 board members. Giving staff the tools and support they need to be successful is prioritized and self-care is encouraged. All current CLT staff are still working remotely, but the successful candidate must be willing to relocate to the greater Olympia area.

We understand this may be a strange and challenging time to start a new job, with many people juggling increased responsibilities at home. For the right candidate, we're open to considering flexible scheduling options, such as working less traditional hours and/or starting part-time and increasing to full-time later in the year. This position is particularly well-suited for someone interested in growing and advancing within the organization. If you enjoy working with people, are eager to learn and to grow into leading others someday while working with a high functioning team, this could be a great opportunity for you.

### **DUTIES & RESPONSIBILITIES**

- Participate in conservation visioning, strategic planning and budgeting.
- With the Conservation Director, set land acquisition goals and engage in large-scale campaigns or programs, such as the Chehalis Basin Strategy.
- Lead the identification, project development, funding, due diligence, negotiation and closing of fee title and conservation easement transactions to further Capitol Land Trust's Strategic Plan.
- Identify appropriate funding sources, complete grant applications, and manage grant budgets and requirements.

- Obtain and review appraisals, environmental assessments, surveys, and manage contractors providing such services.
- With legal support, negotiate, draft, and review conservation easements, option agreements, purchase and sale agreements, title reports and closing documents.
- Prepare baseline documentation and management plans in consultation with the Stewardship Coordinators.
- Develop and maintain strong relationships with a broad array of stakeholders, including conservation organizations, funding partners, tribal representatives, landowners, government agencies, community groups, local businesses and private partners, in order to identify and implement shared conservation priorities.
- May occasionally manage restoration and public-access infrastructure projects.
- May supervise, train and/or mentor conservation staff.

## **QUALIFICATIONS**

- Bachelor or graduate degree in conservation, law, biology, ecology, natural resource management, or related field; or 4 years of related on-the-job experience,
- Five years' experience in public or private land conservation (preferred), real estate, real estate law, natural resources management, or a related field.
- A proven track record of successful land acquisition grant writing.
- A thorough understanding of conservation planning, protection techniques, real estate transactions and land use principles.
- Excellent communication, interpersonal, organizational and negotiation skills, even under stressful circumstances.
- Passion for natural resource conservation and a commitment to developing strong working relationships with landowners and conservation partners.
- Ability to work independently and as part of a team to implement strategic program goals under pressure with time constraints.
- Ability to successfully manage multiple projects simultaneously while maintaining attention to details.
- Willingness to accept diverse interests and political beliefs while implementing a non-confrontational approach to conservation.
- Strong computer competency including GIS and the Microsoft Office Suite.
- Knowledge of ecological restoration techniques.
- Able to conduct physically demanding outdoor fieldwork in all weather conditions.
- Valid Washington State driver's license.

## **SALARY AND BENEFITS:**

CLT offers a comprehensive benefits package and a supportive work environment with opportunities for professional development. The benefits package includes paid vacation, holidays, and sick leave. CLT pays 100% of health, vision and dental insurance for full-time employees and contributes to a retirement plan. We value work/life balance and can accommodate a flexible schedule. This is an equal opportunity, full-time, non-exempt, position located in Lacey, WA.

## **ORGANIZATIONAL COVID-19 VACCINATION INFORMATION**

Capitol Land Trust is requiring its employees to receive the COVID-19 vaccination. As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 Vaccination as part of the hire process. Requests for medical and religious exemptions will be considered.

## **APPLICATION INSTRUCTIONS:**

For consideration, please email your resume, list of references, and cover letter to [info@capitolandtrust.org](mailto:info@capitolandtrust.org) as a single pdf. Include “Land Protection Manager” in the subject line.

## **ABOUT CAPITOL LAND TRUST:**

Capitol Land Trust, established in 1987, conserves vital natural areas and working lands in the South Puget Sound and Chehalis River watersheds, for their ecological and community benefits. Our 2021-2025 Strategic Plan sets forth ambitious goals for protecting marine shorelines, wetlands, rivers and their connected forests, and working lands. It also sets forth ambitious goals to more deeply engage the communities where we work by increasing community connection and support through hands-on engagement with Capitol Land Trust properties and activities.

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## **ORGANIZATION VALUES:**

Recognizing and respecting diverse values and interests, we identify common ground and shared community goals, make the most of limited funding, solve problems, and build partnerships to accomplish these goals. Our work adheres to high standards indicated by our national accreditation by the Land Trust Accreditation Commission. We continually strive to maintain and improve effectiveness, efficiency and accountability. These aspirations are built on a foundation of organizational values, which include:

- *Listening* – We genuinely listen to each other, valuing different opinions. Over the next five years, we know that we cannot grow and improve without feedback from our members and greater community. As we take on new projects and develop new partnerships, listening with intention and sincerity and receiving feedback and suggestions with grace will be a vital part of our success.
- *Continuous improvement* – We offer and seek personal and professional development to advance our skills and stay current with trends in conservation.
- *Integrity* – We act with honesty, transparency, fairness and respect in all aspects of our operations.
- *Collaboration* – We actively seek diverse partners and perspectives as we develop programs and projects. This collaboration includes communities that have not traditionally been part of the conversation.
- *Strategic investment* – We use our broad expertise to make the most strategic investments of CLT’s time and money, looking for conservation projects which have lasting impact.
- *Stewardship* - We steward these places and partner in our communities so these conserved landscapes can endure, supported by generations of conservation leadership and hard work.
- *Commitment to Diversity, Equity and Inclusion* - We are committed to creating an equitable and inclusive work environment. Diverse candidates are welcome to apply for this position. We are an Equal Opportunity Employer.