



October 19, 2023

## **Conservation Director Job Posting**

**Job Title:** Conservation Director

**Salary:** \$68,000 - \$83,000

**FLSA Status:** Permanent full-time

**Reports To:** Executive Director

**Location:** Olympia, WA

**Application Deadline:** Open until filled. Interviews to begin week of November 13<sup>th</sup> .

Capitol Land Trust (CLT) is seeking a **Conservation Director** to join our team and lead CLT's Conservation and Stewardship Programs. This position sets Capitol Land Trust's strategic conservation goals in partnership with the Executive Director and the Lands Committee. The Conservation Director supervises a team of 3-4 full-time staff, plus volunteers, contractors, vendors, and community partners and reports directly to the Executive Director. The successful candidate must be collaborative by nature, relationship oriented, a strategic thinker, and able to effectively motivate and manage teams of diverse people.

The Conservation Director manages all phases of land acquisition projects from initial landowner outreach to real estate closing. They are responsible for procuring project funding and writing management plans for conserved properties. Additionally, the Conservation Director oversees CLT's Stewardship Program, ensuring that all conserved properties are stewarded according to CLT policies. The Conservation Director maintains vital relationships with partners and facilitates important communications and negotiations to further the interests and mission of the organization.

CLT has a culture of positivity, empathy, collaboration, and gratitude that is shared by its staff and board members. Giving staff the tools and support they need to be successful is prioritized and self-care is encouraged. The current work environment includes a hybrid work model of working from home and working from the office while also accommodating a flexible schedule. The successful candidate must be willing to relocate to the greater Olympia area to work in person at least one day a week with other staff members.

### **DUTIES & RESPONSIBILITIES:**

- Lead the identification, planning, funding, negotiating, and closing of fee title and conservation easement transactions to further CLT's Strategic Plan.
- Develop and maintain strong relationships with a broad array of stakeholders, including tribal representatives, conservation organizations, funding partners, landowners, governmental agencies, community groups, local businesses, and private partners, to identify and implement shared conservation priorities.

- Manage the day-to-day Conservation Program activities and foster a work environment characterized by excellence, teamwork, creativity, and professionalism.
- Support CLT's Board of Directors and Lands Committee to ensure a thorough understanding of new and on-going conservation projects.
- Supervise, train and mentor conservation, stewardship, and restoration staff to ensure:
  - land trust and grant policies, procedures, recordkeeping and timelines are followed;
  - all conserved properties are monitored on a regular basis (at least annually) and stewarded to maintain or enhance each property's conservation values;
  - all potential easement violations or property management issues are addressed promptly, in accordance with CLT's policies and procedures;
  - funding is available for ongoing conservation, restoration, and stewardship work through grant writing and strategic project selection.
- Set land acquisition goals and engage in larger-scale campaigns or programs.
- Participate in strategic planning and budgeting.
- With legal support, negotiate, draft, and review conservation easements, option agreements, purchase and sale agreements, title reports and closing documents; negotiate easement amendments and review easement reserved rights requests.
- Obtain and review appraisals, environmental assessments, surveys, and manage contractors providing such services.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor or graduate degree in conservation, law, biology, ecology, natural resource management, or related field.
- A thorough understanding of conservation planning, protection techniques, real estate transactions and land use principles.
- At least five years' experience leading and completing complex fee and conservation easement acquisitions.
- Passion for natural resource conservation and a commitment to developing strong working relationships with landowners and conservation partners.
- A proven track record of successful grant writing for land acquisition and/or restoration projects.
- Strong personal commitment to Diversity, Equity, Inclusion and Justice and the desire to apply this commitment to CLT's conservation mission.
- Experience working with tribal representatives, or a commitment to learn.
- Ability to work independently and as part of a team to implement strategic program goals under pressure and time constraints.
- Experience successfully leading a team of employees in a collaborative environment.
- Ability to foster a work environment characterized by integrity, teamwork, listening and continuous improvement.
- Great attention to detail.
- Excellent communication, interpersonal, organizational and negotiation skills, sometimes under stressful circumstances.
- Willingness to accept diverse interests and political beliefs while implementing a non-confrontational approach to conservation.

- Knowledge of ecological restoration techniques.
- Knowledge of Washington flora, fauna, and geography.
- Able to conduct physically demanding outdoor fieldwork in all weather conditions.
- Valid Washington State driver’s license and reliable vehicle.
- Willingness to work evenings/weekends occasionally for an event.
- Strong computer competency including GIS, GPS, Microsoft Office and data management programs.

**BENEFITS:**

CLT offers a comprehensive benefits package and a supportive and positive 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 (not available for dependents at this time, currently under consideration) and contributes to a retirement plan. We value work/life balance. The current work environment includes a hybrid work model of working from home and working from the office while also accommodating a flexible schedule. This is an equal opportunity, full-time position located in the greater Olympia, WA area.

**APPLICATION INSTRUCTIONS AND PROCESS:**

For consideration, please email a cover letter and resume with relevant experience as a single pdf to [Info@capitolandtrust.org](mailto:Info@capitolandtrust.org). Include “Conservation Director application” in the subject line. **Initial interviews will begin the week of November 13<sup>th</sup>, 2023.** The position is open until filled.

Applicants with qualifications that best fit CLT’s needs will be contacted via email to schedule a 1-hour interview with CLT staff. A second, 30-minute interview may be scheduled for finalists. CLT will work with applicants to find a suitable interview time and method (in-person or online.)

**ABOUT CAPITOL LAND TRUST:**

CLT, 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 engage the communities more deeply where we work by increasing community connection and support through hands-on engagement with CLT properties and activities.

**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 our 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 the 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.
- *Commitment to Diversity, Equity, and Inclusion* - We are committed to addressing inequity in the context of our conservation mission. We foster an equitable and inclusive work environment. Diverse candidates are encouraged to apply for this position. We are an Equal Opportunity Employer.
- *Strategic investment* – We use our broad expertise to make the most strategic investments of our resources and look for conservation projects which have a 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.