



JOB DESCRIPTION

April 2026

GIS & Conservation Easement Monitoring Specialist

- Reports to the Transactions Program Manager
- Full-time (1.0 FTE), non-exempt (hourly) position with a six-month introductory period
- 8 hours per day, generally between 8:00 am to 5:30 pm, Mon-Fri with some flexibility
- Compensation: \$26.00 - \$28.00/hour DOE
- This position is based at Solano Land Trust main office in Vacaville, CA. While hybrid flexibility is available, the role requires regular presence at the main office and in the field throughout Solano County. Occasional travel for site visits, partner meetings, and professional events may be required, including some before and after-hours commitments

Summary

The GIS & Conservation Easement Monitoring Specialist is a key technical and field role that directly supports Solano Land Trust's mission to permanently protect the working farms, ranches, and natural landscapes of Solano County. Conservation easements are voluntary, permanent legal agreements between a private landowner and SLT that protect land from development while keeping it in private ownership. This position sits within the Transactions department, reporting to the Transactions Program Manager, and manages SLT's GIS program day-to-day while carrying out the annual field monitoring essential to honoring the conservation agreements SLT holds with private landowners.

The majority of this role centers on GIS program management, spatial data management, and technical mapping — work that supports every phase of SLT's land conservation program from initial due diligence through long-term stewardship. The remainder of the role involves direct field monitoring on-site of conservation easement agreements, landowner relationship-building, and the careful documentation required by funders, grant agreements, and conservation project obligations.

The ideal candidate brings strong technical GIS expertise alongside a genuine appreciation for working lands and agricultural communities. They are equally comfortable building a geodatabase, walking a working ranch, and writing a formal monitoring report. They understand that lasting conservation depends as much on accurate data and reliable documentation as it does on trust with the landowners who have chosen to protect their land forever.

Responsibilities

GIS Program Management & Spatial Data (Approx. 50%)

- Manage all aspects of SLT’s GIS program, including spatial data infrastructure, ArcGIS Pro, ArcGIS Online, and related conservation data platforms.
- Manage subscriptions, licenses, and user access for GIS applications and related data-gathering tools; evaluate new tools and recommend upgrades as the program grows.
- Support other SLT staff in basic GIS use, map reading, and field data collection tools, serving as the organization’s in-house technical resource.
- Maintain GIS data standards, naming conventions, layer organization, and file management protocols to ensure data integrity across the full property portfolio.
- Create and maintain accurate digital boundaries for all land conservation projects.
- Contribute GIS and mapping support to land acquisition due diligence, including boundary verification, title coordination, and Baseline Documentation Reports (BDR) preparation alongside the Transactions Program Manager (TPM).
- Produce high-quality, professional maps for transaction projects from start to finish and as needed for BDRs, grant applications, board presentations, and public outreach materials.

Conservation Easement Monitoring & Landowner Stewardship Management (Approx. 40%)

- Schedule and conduct annual site visits to all conservation easement sites in SLT’s portfolio, assessing compliance with easement agreement terms and documenting the condition of conservation values.
- Notify and communicate with landowners in advance of monitoring visits;
- Review and evaluate easement documents, reserved rights provisions (what the landowner is and isn’t permitted to do on the property), and prior monitoring reports before each field visit to ensure thorough, consistent assessments.
- Use GPS devices and mobile tablets to capture georeferenced photographs and field notes documenting agricultural uses of the property, habitat conditions, and other conservation values as required by funder and grant agreements.
- Identify potential easement violations or compliance concerns and work with the Transactions Program Manager to resolve issues through education, follow-up communication, or formal processes as appropriate.
- Prepare and distribute formal annual monitoring reports meeting funder requirements and grant obligations; maintain organized, current monitoring files and correspondence records.
- Respond to landowner questions related to their conservation agreement with oversight from the Transaction Program Manager, with professionalism and genuine care.
- Build and sustain professional, trust-based relationships with private landowners, ranchers, and farmers who have chosen to protect their land through a partnership with SLT.
- Support fee titled property (land owned outright by SLT) stewardship and related project work as directed by the Transactions Program Manager.

Administration & Organizational Support (Approx. 10%)

- Assist in drafting and updating required documentation for new acquisitions and properties requiring documentation updates.

- Maintain accurate and thorough monitoring records and project files in accordance with SLT policies, funder requirements, and grant compliance obligations.
- Provide administrative and technical support to Board committees responsible for reviewing CE stewardship actions and land transactions.
- Assist with grant proposals and compliance reporting as they relate to monitored properties or GIS deliverables.
- Represent SLT at meetings and conferences; stay current with land conservation techniques and GIS technology through ongoing professional development.
- Support SLT fundraising and outreach events as needed and help build relationships with landowners, public agencies, and funding organizations.

Required Qualifications

- Bachelor's degree in Geography/GIS, Natural Resource Management, Environmental Science, or a closely related field.
- OR Minimum 2 years of experience in GIS-focused roles, land conservation, or natural resource fieldwork.
- Proficiency in ESRI ArcGIS Pro and ArcGIS Online, including experience managing a GIS program and working with GPS data collection tools.
- Ability to read and interpret complex legal documents, including Deeds of Conservation Easement (the legal documents that establish conservation protections on a property) and land use agreements with TPM oversight.
- Strong written and verbal communication skills; ability to produce clear, professional reports and correspond respectfully with private landowners.
- Demonstrated ability to meet deadlines, manage multiple priorities, and maintain highly organized records.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- High degree of personal integrity and ability to maintain confidentiality of land transactions and conservation agreements.

Desired Qualifications

- Experience drafting or contributing to Baseline Documentation Reports.
- Knowledge of Solano County or other agriculture-based location's agricultural landscape, natural communities, or regional conservation context.
- Familiarity with major California conservation funding sources such as DOC, CDFW, NRCS, Wildlife Conservation Board, or USDA.
- Comfort working independently in the field while managing a structured annual monitoring schedule.
- Experience providing GIS training or technical support to non-GIS staff.
- Connection to farming, ranching, or agricultural land management that supports an authentic relationship with the landowners SLT serves is a bonus.
- Public speaking or community outreach experience.

Physical Requirements

- Ability to hike for prolonged periods over rough terrain in variable weather conditions
- Ability to lift to 25 lbs
- Ability to stand for extended periods
- Must be able to drive for local and regional travel and have reliable transportation; ability to operate a vehicle safely on and off road

Solano Land Trust complies with the Americans with Disability Act and applicable California law and will consider reasonable accommodations.

Solano Land Trust Culture

We value and benefit from the unique life experiences and collective wisdom of our diverse community and we intentionally seek out and welcome those voices who have historically not been involved in our work. We are learners who are always looking for ways to grow personally, and we support and encourage our colleagues to be their best. We are self-starters, are flexible to ever-changing circumstances, and we operate with integrity, trust, personal responsibility, and mutual respect.

Salary and Benefits

Solano Land Trust provides a portion of the employee's health, dental, and vision insurance, matches up to 3% of employee's contribution toward their 403.b retirement account, and provides eleven paid holidays and three weeks of vacation per year.

Equity and Inclusion Statement

Solano Land Trust is an equal opportunity employer committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, protected veteran status, or any other characteristic protected by applicable law.