



## **Job Description August 2018**

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| Position:        | <b>Conservation Project Coordinator</b>                                    |
| Supervisor:      | Conservation Program Manager   |
| Employment Type: | Full-time, non-exempt (hourly)   |
| Compensation:    | Competitive salary based on skills and experience                          |
| Hours:           | 8am-5pm Mon – Fri, with some flexibility; occasional evenings and weekends |

### **Job Summary**

The Conservation Project Coordinator supports administration of land use agreements aimed at protecting agricultural, habitat or other resource values and real estate transactions (conservation easements, fee title acquisition, etc.). This includes annual monitoring for compliance of conservation agreements, documentation and filing, responding to permitted use requests and building relationships with new landowners as well as working with the Conservation Program Manager, consultants, title companies and others to conduct due diligence and coordinate realty transactions; s This person also provides administrative support to Solano Land Trust (SLT) committees responsible for reviewing land transactions and making recommendations to the SLT Board and serves as a technical resource for other Solano Land Trust staff on realty-related matters.

### **Background**

SLT is a 501(c) 3 public-benefit corporation with the mission to protect land to ensure a healthy environment, keep ranching and farming families on their properties, and inspire a love of the land. SLT owns nearly 12,000 acres of land and holds 25 conservation easements on an additional 9,000 acres. We have an active program to protect additional lands, primarily through conservation easement acquisition. SLT is frequently asked to assist developers, landowners, and local governments with mitigating impacts of development on farmland, habitat or other resource values. SLT enters into mitigation services agreements to protect or restore those values on lands acquired for mitigation purposes or on lands already owned by the land trust. SLT also seeks grants from a variety of sources for its land transaction program.

SLT is accredited by the Land Trust Alliance (LTA) which recognizes land conservation organizations that meet national standards for excellence, uphold the public trust and ensure that conservation benefits are lasting. The Coordinator's work will be done in accordance with LTA Standards & Practices, as well as SLT policies and practices.

**The Conservation Project Coordinator is responsible for the following outcomes:**

- Timely and accurate conservation easement monitoring and related reporting
- Current and up to date files and records as required by Land Trust Alliance Standards & Practices
- Well-coordinated support of all phases of real estate transactions
- Efficient administrative coordination and support of Project Committee and Agricultural Conservation Easement committee meetings

**Areas of Responsibility:**

Land Transaction and Stewardship Support:

- Under the direction of the Conservation Program Manager conduct annual conservation easement monitoring:
  - Notify landowners
  - Inspect easement properties
  - Record photo points and observations
  - Prepare and distribute monitoring reports
  - Identify follow-up items or compliance concerns
  - Maintain accurate and thorough monitoring records
  - Review and evaluating easement documents
- Support administrative aspects of the Transactions Program, including:
  - Maintain complete transaction, easement stewardship and land management files for all new projects; work with staff, volunteers and outside contractors as necessary to ensure that all land conservation transactions are adequately documented, including written reports, GIS maps, photographs and other means, as needed
  - Prepare periodic status reports for staff and Board
  - Support two board committees: Project Committee and the Agricultural Conservation Easement Committee, including preparing agendas and notes, distributing meeting materials, and ensuring assigned tasks are accomplished
  - Have a working understanding of the Transactions Program budget
  - Assist as needed with the preparation of acquisition plans and strategies
- Under the direction of the Conservation Program Manager, support all aspects of fee title or easement acquisition projects:
  - Research and review potential project opportunities through coordination with partners and other staff
  - Coordinate/conduct realty due diligence tasks like title review, environmental site assessments
  - Help prepare, edit and review land transaction documents (e.g., purchase agreements, title documents, escrow instructions); Work closely with SLT's legal counsel and all parties through closing of transactions
  - Support contracting for and hiring of appraisers, baseline document preparers, surveyors, etc.
  - Coordinate process of project approvals by funders,

- Support preparation of approval documents, maps and photos for SLT committees and the SLT Board
- Assist with development of project timelines and budgets, including stewardship endowment calculations; track expenses against budgets; prepare reports and invoices

Other Administrative and Organizational Support:

- Periodically assist with renewal of Land Trust Alliance accreditation
- Assist with preparation of grant proposals, support SLT fundraising and outreach events as needed
- Work with staff to identify and cultivate potential donors
- Represent SLT at meetings and conferences
- Stay current with land conservation techniques and issues through conferences, training, attending public forums, and reading periodicals and other relevant documents.
- Foster effective relationships to enhance SLT's mission
  - Build relationships with public and private landowners interested in permanent land protection
  - Build relationships with federal, state, and local funding organizations and private donors
- Provide administrative and organizational support to other projects as requested

Other Duties as Assigned:

- Back up the Administrative Assistant, including answering phone calls and emails and supporting Rush Ranch reservations
- Maintain professional relationships with staff, Board members, subcommittee members and other stakeholders.
- Use personal auto to conduct business as needed
- Support communications program, including proof reading, posting images and video content and writing articles as requested
- Support Solano Land Trust events as requested
- Perform other related work as assigned

**SLT's Culture:**

Every team member at SLT is considered a **leader** who embraces the role they have been assigned and encourages **colleagues** to be their best through effective **communication**, **collaboration** and shared **values**. As a small organization, we are **self-starters** and are **flexible** to the ever changing circumstances. We operate from a place of **integrity**, **trust**, and personal **responsibility** with the goal of representing SLT in a positive way. We have mutual **respect** for one another and use **discretion** in all business dealings and communication.

**Position Requirements:**

Minimum Education, Skills, Experience

- Self-starter who works well in a collaborative setting
- Bachelor's degree in environmental planning, public administration, business or a related field AND at least 2 years of previous experience working in land conservation or real estate OR High School Diploma AND 5 years' experience in real estate, title work or legal assistant in land conservation or related field
- Excellent interpersonal skills, specifically in negotiation and collaboration
- Demonstrated ability to meet deadlines and stay organized, including being detail-oriented and able to multi-task
- Strong oral and written communication, proven editing skills
- Proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Ability to hike for prolonged periods in rough terrain, endure stinging insects, heat and inclement weather, lift up to 10 lbs.
- Valid driver's license and auto insurance; ability to operate a motor vehicle safely on and off road.
- High degree of personal integrity to maintain necessary confidentiality of land transactions and land use agreements

#### Desirable skills and experiences

- Working knowledge of land protection tools (such as deeds of conservation easement) and legal, financial, and real estate activities involved in land protection (e.g., title investigation, surveys, legal descriptions, appraisals)
- Experience drafting and negotiating contract terms (such as purchase agreements, consultant contracts)
- Experience with project accounting, including tracking and reporting project costs, working with invoices
- Experience working for or with non-profit organizations
- Experience with and knowledge of environmental laws and regulations (e.g., CEQA, CESA, ESA)
- Basic familiarity with GIS, GPS
- Experience operating 4WD trucks, ATVs and other field vehicles
- Familiarity with land trust operations, standards and practices
- Experience working with federal, state, and local government agencies and private organizations involved in land conservation
- Understanding of the habitats and species that occur in Solano County and/or familiarity with the county's agricultural practices

#### **Salary and Benefits**

Competitive salary based on experience. SLT provides a portion of the employee's health, dental, and vision insurance, \$10,000 in life insurance, matches up to 3% of employee's contribution toward their 403.b retirement account, and provides eleven paid holidays and two weeks of accrued vacation per year. SLT is an equal opportunity employer.

#### **To apply**

Send a resume and cover letter to [admin@SolanoLandTrust.org](mailto:admin@SolanoLandTrust.org).