



Conservation Project Manager Position Description

Join Skagit Land Trust (the Trust), a not-for-profit conservation organization based in Mount Vernon, Washington, and help protect land for people and wildlife. Skagit Land Trust is nationally accredited with a 30-year track record of using a collaborative approach to protect and steward land throughout Skagit County. The Trust permanently protects shorelines, wetlands, wildlife habitat, farms, forests, natural parks, trails and iconic lands from the North Cascades to the Salish Sea (Puget Sound). Become part of a dynamic, dedicated team of conservation professionals, volunteers, and landowners to conserve lands identified in the Trust's Conservation Strategy. Skagit Land Trust has protected over 8,000 acres of land and nearly 50 miles of shoreline. The Trust works with 1,500 supporters and over 40 partner organizations to accomplish its mission. One of our core values is to have a workforce, board, and program focus that reflects the wide diversity of the communities we serve.

POSITION SUMMARY

The Conservation Project Manager will work with a team to implement Skagit Land Trust's Conservation Strategy. The Manager will identify important properties to protect, negotiate transactions with landowners, oversee real estate activities, represent the Trust in collaborations with partners, seek and write conservation project grants, and manage contracts. Good interpersonal skills and the ability to work with a wide variety of individuals are very important, including rural/urban landowners, government agencies, contractors, Trust supporters, legal counsel, volunteers and land trust staff and board. Real estate or legal/paralegal experience, and a strong interest in conservation are highly desired, but all life experiences will be considered

Status:	75% - 100% depending on experience
Location:	Mount Vernon, WA, but with limited remote-work options.
Work environment:	The position is primarily office based (90% of the time) but the Conservation Project Manager will also work outdoors on occasion, meeting landowners and touring properties, and should be comfortable walking several miles on uneven terrain in a variety of weather conditions. The majority of the work schedule will be Monday-Friday for team coordination purposes. Flex-time and some level of remote work are available with approval. Occasional evening and weekend work for Trust events or property visits.
Salary:	\$43,500 - \$60,000 (based on experience) plus benefits, including health insurance, 403(b) plan, and a generous vacation plan.
Reports to:	Conservation Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage all aspects of land transactions including cultivating contacts, negotiating with willing landowners and their representatives, conducting real estate due diligence, title review, commissioning appraisals, and working with escrow and closing. Write real estate and legal contracts (such as conservation easements, options, and purchase and sale agreements), and consult with legal counsel.
- Work with staff and board members to assess land acquisition opportunities that meet Trust goals. Conduct strategic research and outreach, including tracking real estate listings, outreach via email and telephone to landowners, collaborating with partners, using conservation mapping resources and other geodata to identify key priority areas, and responding to inquiries from those wanting to sell or donate land.
- Work collaboratively and coordinate with a wide range of conservation partner organizations, stakeholders, agencies and tribal governments (such as attending partner meetings, trainings and outreach activities).
- Financial responsibilities include working with/writing project budgets, billing for contracts and grants, and negotiation and contracting with vendors and contractors.
- Work with Trust staff to ensure public and private funds are raised to meet project goals. Apply for and manage grants from conservation funding public agencies and private foundations (this includes grant research, writing, presentations, grant compliance management, and grant reporting and billing).
- Communicate about conservation projects to internal committees and to external groups through print such as newsletter and media; presentations to supporters, partners and grantors; and some public forums.
- Work as part of the Land Team to implement and update the Trust's Conservation Strategy (including participating in committee meetings, work-planning, budgeting, training and conferences, and other administrative duties).
- Participate in other Trust meetings, events and programming such as staff meetings and outreach and development events.

EXPERIENCE AND ATTRIBUTES

- A commitment to land conservation and the environment. Preferably an understanding of natural resource and land management issues as related to the Pacific Northwest.
- Preferably three or more years of related work experience in land conservation, land use planning, permitting, conservation-related grant management, real estate, legal/paralegal or other related experience. A variety of life experiences will also be considered for this position.

- A self-starter with a track-record of learning and skills growth. Employees are encouraged and supported to continue to learn and grow in their work, this includes attending relevant professional trainings and conferences.
- Strong verbal and written communication skills and the ability to be sensitive to diverse perspectives. This includes comfort explaining land conservation to technical and non-technical audiences.
- Preferably experienced in developing and maintaining partnerships such as with the community, government agencies, nonprofit organizations, and tribal nations.
- Grant writing and grant management skills desired.
- Strong project planning skills and the ability to juggle multiple time-sensitive projects.
- Good attention to detail regarding contracts, budgeting, and communication.
- Aptitude for using technology such as the Microsoft Office suite, with a preference for knowledge of, or an excitement to learn, GIS technology (ArcGIS platform) and project management database solutions (Salesforce platform).
- Comfort working in both an office setting and outdoors. Outdoor work would include inspecting properties by walking several miles on uneven, heavily forested terrain in a variety of weather conditions.
- Enjoys working independently and as part of a team.
- Willing to engage and participate in Skagit Land Trust's efforts to increase diversity, equity, justice, and inclusion throughout the organization.
- A valid driver's license for property visits. At this time Skagit Land Trust does not own its own vehicle. Staff are compensated for personal vehicle use when on official duty.
- COVID vaccine required or contact the Trust if requesting an exemption.

TO APPLY

- Please submit your resume and a cover letter describing your interest in the position and which of your life experiences and attributes are most relevant to the job.
- Email to: jobs@skagitlandtrust.org
- Application process: Submit your resume and cover letter by Friday, June 11th. After the June 11th deadline, it is expected that the application review and interview process will take approximately one month with a target of mid-July for the end of the process.

Skagit Land Trust is an Equal Opportunity Employer

Skagit Land Trust is an Equal Opportunity Employer. We recognize that our mission is best accomplished through building a staff, board, volunteer and support base of people of diverse backgrounds, cultures and beliefs. We encourage applicants for employment from all cultures, races, creed, colors, sexes, disability status, political affiliations, national origin, religions, sexual orientation, ages, gender identity, military, protected veteran status and other statuses protected by law.