

**Conservation Project Director
Mendocino Land Trust**

Availability: Permanent, part-time - full time position available immediately
Reports to: Executive Director
Location: Mendocino County, California, remote work considered

JOB SUMMARY

The Mendocino Land Trust (MLT) is looking for a Conservation Project Director who is passionate about land conservation and is interested in growing with our organization. This position will be primarily focused on building relationships with and assisting landowners of working lands in Mendocino County with an emphasis on inland properties such as farms, ranches, vineyards, and working forests, to voluntarily conserve their lands with conservation easements. However, the position will also be responsible for the conservation of coastal properties through its supervision of a Conservation Project Manager with a coastal focus. The position is a combination of fostering connections in the inland community and completing transactional work involved with completing conservation easements and other conservation projects.

This position involves working with team members on conservation projects, land acquisition and land bequests and will report to the Executive Director as part of the Conservation Team.

Candidates must be able to work independently and as part of a team in a variety of settings including outdoors, shared office space and remotely. The position may require occasional travel as projects may spread throughout Northern California.

This is a flexible half-time to full-time position - we are seeking the right candidate and will consider schedules with a minimum of 20 hours per week. While our main office is based in Fort Bragg, California, the ideal candidate will be focused on working remotely, ideally, from Inland Mendocino County, with weekly trips to the Fort Bragg office. The ideal candidate will have deep connections in Inland Mendocino County and within the working lands community. This position involves having the ability to visit property owners in the Inland area frequently.

ABOUT MENDOCINO LAND TRUST

MLT is a nonprofit conservation land trust operating throughout Mendocino County and beyond, which includes all areas of Mendocino County plus work in the Eel River watershed in Lake County. The mission of the Mendocino Land Trust is to conserve important natural

resources of Mendocino County including working farmlands and forests, wildlife habitat, open space, scenic vistas, watersheds, and to facilitate public access.

We work diligently to:

- Preserve our land for its scenic and recreational values
- Build trails so that people can have a direct connection to beautiful landscapes
- Protect and restore waterways and forests which provide critical wildlife habitat
- Preserve family farms and ranchlands for generations to come
- Care for the lands we have protected, in perpetuity

Summary of Position:

The Conservation Project Director is the senior staff position responsible for directing Mendocino Land Trust's acquisition program and projects. Working closely with the Executive Director, the Conservation Project Director will be responsible for oversight and general management of Mendocino Land Trust acquisitions including land bequests, fee lands, managed forests, public access easements and conservation easements. Primary responsibilities will include evaluation of potential projects to meet conservation criteria; working with landowners and legal counsel to draft contracts, purchase agreements and conservation easements; conducting due diligence and risk assessment for all transactions; writing grants to fund acquisitions; and following land trust national standards and practices to complete the closing of projects.

The Conservation Project Director supervises one or two Conservation Project Managers.

Duties and Responsibilities:

- Develop long term land acquisition strategies to meet MLT strategic goals.
- Represent MLT within the community through a presence at local and statewide meetings and coalitions regarding policy and funding efforts affecting land and water conservation.
- Build cooperative, effective working relationships with landowners, partner agencies, local officials and funders that will lead to meeting strategic conservation goals.
- Oversee annual overall program budget for acquisitions program.
- Working with the Board of Directors, evaluate and acquire lands that are beneficial to the organization strategically or financially.
- Engage with landowners to evaluate potential land acquisition projects, including field assessment of the conservation values important to MLT's strategic vision.
- Work with landowners to assess and document their conservation goals and funding needs.
- Manage all aspects of land and conservation easement acquisitions.
- Oversee and execute land donation and sale transactions.
- Negotiate transaction terms, and in coordination with legal counsel, draft agreements, purchase contracts, and conservation easements to secure the land to be protected.

- Conduct due diligence and risk assessment for all transactions including title review and in-depth review of other due diligence items including appraisal and environmental assessment.
- Submit grant applications to fund acquisitions; manage project budgets and grant reports.
- Secure fee-for-service contracts to cover pre-acquisition costs and negotiate donations for land and easement stewardship funds.
- Work with existing conservation team members in the creation of GIS mapping and baseline documentation information.
- Ensure compliance with national land trust standards and practices for all transactions.
- Assist MLT in keeping current on conservation trends, easement drafting techniques, long-term easement stewardship trends and record keeping.
- Supervise and mentor conservation team members. Collaborate with the team to ensure that all members are cross-training and working in concert as well as developing individual areas of expertise.
- Strategic planning for land acquisition and portfolio growth; yearly review of growth and acquisition strategy with reporting to the Executive Director and Board.
- Works with the Outreach and Development Coordinator and Marketing team to synthesize complex technical and acquisition information for use in communications to engage and educate lay audiences of stakeholders, donors and the general public regarding land protection and restoration efforts.
- Updates and enhances knowledge by continuing education for professional growth, i.e., attends relevant conferences, seminars and certification programs.
- Supports the Mendocino Land Trust's re-accreditation process.

Education and Experience:

- College degree required. Any work experience that would fulfill the knowledge and experience listed in this job description is acceptable.
- Significant experience with rural real estate transactions, easements, and grant funding is a priority
- Experience working with a nonprofit organization or public agency in natural resource conservation or land use planning
- Ten years of relevant work experience is strongly preferred
- Experience with working lands and strong Inland Mendocino County connections with owners of working lands
- Experience in building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups and the general public

Other requirements include:

- Proficiency with G Suite and MS Office and Zoom. Familiarity with ARC GIS or Google Earth Pro is helpful.

- Able to work independently in a home office environment. and complete assignments using online tools and software
- Able to self-organize work effectively and work within budgets
- Able to write well (letters to landowners, grant applications, reports to funders, etc.)
- Demonstrated ability to prioritize assignments, meet deadlines and maintain attention to detail in a fast-paced environment
- Occasionally use a personal vehicle on Mendocino Land Trust business
- Attend organizational fundraising, outreach activities and events that may be scheduled on weekends
- Able to work flexible hours including weekends and occasional evenings.
- Strong interpersonal skills including the ability to exercise initiative, good judgment and tact
- COVID 19 immunization may be required

TO APPLY:

Please submit a cover letter and resume to: ckramer@mendocinolandtrust.org. No phone calls or drop-ins please. This position is open until filled.

Mendocino Land Trust offers competitive benefits dependent on the percentage of full-time hours assigned. The salary for this position starts at \$34/hr. contingent on experience and qualifications.