

Conservation Project Manager

The Conservation Project Manager is a full-time employee working under the supervision of the Vice-President for Conservation who is responsible for managing land conservation transactions, including the acquisition of donated and purchased conservation easements and land for long-term ownership. This position involves direct service to landowners and community groups, assisting in the selection and execution of various conservation strategies. The Project Manager is responsible for communicating and negotiating easement terms with landowners and partners, preparing grant applications, adhering to grant agreements, presenting projects to financial supporters and the general public, and coordinating multi-party transactions through to a successful closing.

Depending upon applicant expertise, there is a strong preference that this position be focused on the pursuit and management of farmland conservation projects, requiring the employee to engage in active outreach with farmers and farmland owners, work closely with farm conservation funders and manage state and federal grant awards.

UVLT staff are returning to on-site work after remote and hybrid arrangements. This position will be located at UVLT's office building in Hanover, NH.

Duties and Responsibilities

PROJECT MANAGEMENT

- Analyze and prioritize potential conservation projects; assess feasibility based on UVLT goals, grant funding criteria, and landowner needs; and in consultation with the Vice-President for Conservation select appropriate conservation strategies.
- Provide information to landowners about conservation options and programs to purchase conservation easements; visit with landowners to discuss objectives.
- Maintain regular direct communication with landowners; identify partners, process and timelines; negotiate easement terms; prepare and review legal documents in consultation with legal counsel; explain UVLT policies and procedures. Obtain and manage discrete information from landowners necessary for state and federal grants.
- Gather necessary natural resource and land management information for each project;
- Assist or consult with legal counsel in project closings; obtain mortgage subordinations and title work; ensure that all grant conditions are met; prepare and review closing materials; document proper recording.
- Maintain project files through closing; organize and file records and reports in accordance with UVLT procedures.

PROGRAM SUPPORT

- Support UVLT Trustees and staff when called upon to complete broader organizational initiatives; actively participate in UVLT Lands Committee meetings; assist in maintaining project pipelines; participate in program evaluation and strategic planning.

GRANT MANAGEMENT AND FUNDRAISING

- Develop project budgets: obtain appraisals, identify costs and funding sources.
- Prepare grant applications; solicit matching funds, easements and letters of support for projects; assist with private fundraising if necessary.
- Represent UVLT at agency, foundation and public meetings as required to describe projects under consideration for grants or public funding.
- Prepare project reports and closing statements as may be required by funding sources.

GENERAL

All UVLT employees are expected to comply with organizational policies and procedures, observe office protocols and participate in staff meetings, retreats and other internal functions as may be assigned. Guidelines for employee conduct are further described in the employee handbook.

A job description is a guideline and does not limit the duties that may be assigned by the President or supervisor. The President may revise a job description at any time. UVLT staff positions are non-contractual and all employees are considered to be employed "at will."

Qualifications

- MS or MA (or equivalent) in environmental studies, land use planning, natural resource management, or related field, or substantial experience in related field.
- Substantial experience in land conservation project management: minimum 3-5 years with direct responsibility for transaction management from start to finish.
- Preference given to candidates with the following skills and supporting references:
 - A strong track record managing and completing federal NRCS-ALE or state funded farm conservation projects;
 - Legal or paralegal experience in real estate transactions;
 - Proven interview and negotiation skills and familiarity with conservation easement appraisal issues and Land Trust Alliance standards and practices;
 - Track record of success seeking and obtaining grants and fundraising to support conservation projects;
 - Proven ability to work as a supportive member of a small team in a collaborative environment ; communication skills, strong organizational skills and ability to work independently;
 - Ability to simultaneously initiate, manage, and bring to completion multiple projects at varying stages of development;
 - Strong writing skills: writing must be articulate and concise; must have the ability to integrate a variety of concepts while maintaining attention to detail; experience with grant or legal writing experience is preferred;
 - Strong communication skills: must have good listening skills, a friendly demeanor and a strong interest in people, and must be a confident and articulate public speaker;
 - Ability to work effectively with people of diverse backgrounds and interests, to comfortably coordinate and communicate with landowners, staff of public agencies and private foundations, legislators, and municipal leaders;
 - Experience identifying and evaluating natural resources in the field and interpreting natural resource inventories, maps, and land management plans.

Compensation

Salary range \$50,000 - \$58,000. Health insurance and retirement match.

To Apply

Send letter of interest and resume to ContactUs@uvlt.org. Review of applications ongoing until position is filled