

Conservation Project Manager

The Conservation Project Manager works as a full time employee under the supervision of the Vice-President, Conservation to manage land conservation transactions, including donated and purchased conservation easements and acquisition of land. This position involves direct service to landowners and community groups, assisting with the selection and execution of various conservation strategies.

Duties and Responsibilities

PROJECT MANAGEMENT

- Analyze and prioritize potential conservation projects; assess feasibility based on UVLT goals, grant funding criteria, and landowner needs and 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; with guidance from the VP of Conservation, negotiate easement terms and prepare and review legal documents; explain UVLT policies and procedures.
- 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; prepare project reports and timelines; participate in program evaluation and strategic planning.

GRANT MANAGEMENT AND FUNDRAISING

- With guidance from the VP of Conservation, 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.

Minimum Qualifications

- BA/BS degree (masters preferred) in environmental studies or science, land use planning, or natural resource related field strongly preferred, or combination of education and practical experience in one of these fields.
- 1-3 years of experience in land conservation project management; legal or paralegal experience in real estate transactions is strongly preferred; familiarity with conservation easement appraisals and Land Trust Alliance Standards and Practices is helpful.

- Proven organizational skills and ability to work independently; ability to simultaneously initiate 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; 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 and Benefits

This is generally an in-office position with time spent in the outdoors or visiting with landowners and partners. Salary begins at \$48,000, commensurate with experience. Benefits include health insurance, 403b retirement match, paid holidays, vacation, and sick leave.

To Apply

Please send a cover letter, resume and references to ContactUs@uvlt.org. Review of applications will be ongoing until the position is filled.