



UPPER VALLEY LAND TRUST

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 land acquisitions. This position involves direct service to landowners and community groups, assisting in the selection and execution of various conservation strategies.

Duties and Responsibilities

PROJECT MANAGEMENT

- Analyze and prioritize potential conservation projects; assess project feasibility and select an appropriate conservation strategy and timeline based on UVLT goals, grant funding criteria, and landowner needs
- Manage land protection projects from start to finish
- Inform landowners about conservation options, processes, and benefits, including donated or purchased land or conservation easements
- Gather necessary natural resource and land management information for each project and prepare materials to make presentations for Trustee review and approval
- Explain UVLT policies, procedures, and project expenses to landowners
- Identify and seek grant/other funding to cover project expenses
- In consultation with the Vice President of Conservation and/or legal counsel, negotiate easement terms and review legal documents
- Maintain regular direct communication with landowners, funding partners, attorneys, and other contractors
- 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; ensure proper recording of closing documents
- Maintain project files through closing; organize and file records and reports in accordance with UVLT procedures

PROGRAM SUPPORT

- Support UVLT Trustees and staff in program-wide goals and annual planning
- Prepare project reports and/or stories for communication and outreach purposes
- Report on project status at staff meetings
- Help maintain conservation pipelines and timelines
- Participate in program evaluation and strategic planning

GRANT MANAGEMENT AND FUNDRAISING

- Develop project budgets: obtain appraisals, identify project costs and funding sources
- Obtain site control (Option Agreements) for purchased land or conservation easements
- Prepare grant applications in consultation with the Vice President of Conservation
- Solicit matching funds, letters of support, and private donations, as needed
- Represent UVLT at agency, foundation and public meetings to describe projects under consideration for grants or public funding
- Prepare project reports and closing statements as may be required by funding sources

Qualifications

Substantial experience in land conservation project management: minimum 3-5 years with direct responsibility for transaction management. Proven interview and negotiation skills and familiarity with appraisal issues, familiarity with Land Trust Alliance Standards and Practices required.

Track record of success with project management in a collaborative environment, excellent communication skills, proven ability to work with diverse clients, strong organizational skills and ability to work independently. Ability to simultaneously initiate and bring to completion multiple projects at varying stages of development.

MS or MA (or equivalent) in environmental studies, land use planning, natural resource management, or related field, or substantial experience in related field. Legal or paralegal experience is highly desirable, especially in real estate transactions.

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 desirable.

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 and databases, maps, and land management plans.

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 UVLT's employee handbook.

This job description is a guideline and does not limit the duties that may be assigned by UVLT's president or your supervisor. UVLT's president may revise a job description at any time. UVLT staff positions are non-contractual, and all employees are employed "at will."

This position is open until filled. This is a full-time, non-exempt position. Compensation will be based on qualifications and experience and is expected to range from **\$55,000 to \$60,000 annually (\$26.44 to \$28.85 per hour)**. UVLT offers a competitive benefits package, including employer-paid health insurance, life insurance, and a 401(k)-retirement savings plan with employer matching contributions.

The Upper Valley Land Trust is an equal opportunity employer.

To apply, please submit a cover letter and resume to:

Peg Merrens VP, Conservation

Upper Valley Land Trust, 19 Buck Road, Hanover, NH 03755 Email: contactus@uvlt.org