



## Land Conservation Manager Position Description

<b>Title:</b>	Land Conservation Manager
<b>Supervisor:</b>	Executive Director
<b>Employment:</b>	Full-time exempt position, with a six-month probationary period
<b>Compensation:</b>	Pending Experience. Wage negotiated based on skills and experience

### Overview

ClearWater Conservancy is the foremost land trust and conservation organization nestled in the heart of central Pennsylvania. Since 1980, ClearWater has worked to improve and protect the natural resources of central Pennsylvania for all through land conservation, water resource protection, and environmental outreach to the community. We are an accredited land trust having protected more than 8,000 acres through conservation easements, fee ownership and conservation partnerships that transfer assets to public ownership. Learn more about our work at [www.clearwaterconservancy.org](http://www.clearwaterconservancy.org).

ClearWater strives to create a fun, inspiring, and family-friendly work environment with flexible work hours and a team-oriented structure.

### Job Summary:

The Land Conservation Manager conducts lands conservation strategy, outreach and implementation to increase the amount of conserved lands in central Pennsylvania. This position reports directly to the Executive Director and leads strategy in concert with the Lands Conservation and Stewardship Committee and fellow conservation staff. Works directly with staff Ecologist to oversee easement monitoring schedule.

### Job Responsibilities:

- Collaborates with Conservation Team to develop and implement landscape level conservation priorities in line with the ClearWater Compass.
- Initiates contact and engages landowners who have expressed an interest in conservation and restoration on their property.
- Proactively reaches out to landowners where strategic planning has prioritized protection.
- Ensures ClearWater land conservation meets accreditation standards.
- Engage landowners in all aspects of the conservation easement and land acquisition processes.
- Develop and update policies and procedures for conservation easements, fee simple land acquisitions and monitoring.
- Negotiates real estate transactions, which can bind the Conservancy legally and financially.
- Organize and maintain the Land Conservation Program files, per Accreditation requirements.
- Engage and assist with facilitation of the Land Conservation and Stewardship Committee.
- Works with staff Ecologist to ensure all conservation easements and fee-owned properties are monitored, at a minimum, in compliance with the Land Trust Alliance's latest Standards and Practices.



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- Manages grants, contracts and administrative agreements with project partners and funding agencies.
- Develops and maintains system for regular reporting progress toward protection goals and project deliverables for Committee and Board.
- Be the primary staff person for management issues related to ClearWater's fee-owned lands.
- Review and maintain compliance with the Land Trust Alliance's Standards and Practices.
- Oversee ClearWater's accreditation and re-accreditation process through the Land Trust Accreditation Commission.
- Develops budgets for project costs, including land acquisition, due diligence and long-term management, such as stewardship and legal defense funds.
- Work with Communications Strategist to develop educational and marketing materials for the Land Conservation Program.
- Develop and monitor the Land Conservation Program budget for presentation to the Executive Director.
- Various other tasks as needed by ClearWater and assigned by the Executive Director.

### **Professional Qualifications**

Background in land conservation, natural resource management, real estate or law with demonstrated success and experience. A commitment to serving the greater public interest through conservation is a must. Excellent interpersonal and communication skills necessary with knowledge about conservation easements and real estate transactions ideal. Must be focused and possess superior attention to detail and the desire to build consensus on collaborative projects. Committed to setting high level strategy and able to focus on details of legal agreements. Must be able to navigate sometimes difficult terrain and willing to meet with and listen to interested landowners.

Energetic, flexible, collaborative, and proactive; must be a team player and strategic thinker. Ability to multi-task and provide strategic decision making in a team setting. Must be able to work in a small office setting under pressure with good humor and grace. Candidate must have a valid PA driver's license, clean driving record, and a reliable personal vehicle for transportation to and from work, meetings and events. Must be willing to work flexible hours, including some evenings and weekends.

**Application Instructions:** Email cover letter, resume, salary requirements and an example of your writing in one PDF document with your full name in the file name to Deb Nardone at [deb@clearwaterconservancy.org](mailto:deb@clearwaterconservancy.org) by Friday, September 4<sup>th</sup>, 2020.

### **Equal Employment Opportunity**

ClearWater Conservancy provides equal employment opportunities to all individuals regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, or disability as set forth by applicable state and federal laws. In addition, laws regarding veteran or military status are observed. This commitment is reflected in all our practices and policies regarding hiring, training, promotions, rates of pay, layoff, and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired.

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