

# Director of Conservation (hybrid work position)



## POSITION DESCRIPTION

### Summary

The Director of Conservation works with the Executive Director, Working Groups and Sheridan Community Land Trust (SCLT) staff to maintain and deepen conservation programs including conservation easements and direct land stewardship. The position is eligible to be a hybrid position with work remotely up to two days per week.

### What You Will Be Working On

#### *New Land Protection through Conservation Easements – 35%*

- Carry out all phases of conservation easement protection projects.
- Cultivates landowners for future conservation easements in priority areas.
- Coordinates with Conservation Easement Working Group and Executive Director on project evaluation.
- With the Executive Director develops, research, writes, implements, tracks and reports for public and partner funding of conservation easements.
- With the Executive Director drafts, reviews, negotiates, and incorporates external legal review into conservation easements.
- Prepares all baseline documentation reports.
- Closes conservation easement transactions.
- Updates staff, board and Conservation Easement Working Group on developing conservation easement activities.
- With the Executive Director develops, coordinates, writes, and revises land protection priorities, plans, project evaluation tools, and policies as needed.
- Works with the Executive Director to set objectives for land protection as part of SCLT's annual budgeting process, work plan, and 5 year strategic plan.

#### *Creating new conservation opportunity through land stewardship – 30%*

- Manages SCLT owned property including developing and following management plans and coordinating with agriculture lessees and contractors.
- Manages the maintenance and monitoring of low technology restoration projects.
- Works with regional and local partners to implement wildlife friendly fencing.
- Expands SCLT's role in leading these conservation opportunities as opportunities and capacity allows.

#### *Stewardship of SCLT's Conservation Easements – 20%*

- Manages SCLT's stewardship of its conservation easements. Addresses landowner requests and questions related to conservation easement provisions, implements conservation easement defense standards and practices, and addresses potential easement violations.
- Coordinates on-site annual monitoring visits to SCLT's portfolio of protected farms and ranches throughout Sheridan County.
- Works with the Executive Director to develop, maintain, and update internal policies related to SCLT's easement management practices.
- Develops and refines communication plans for conservation easement landowner outreach.
- Serves as point of contact for SCLT conservation easement landowners and other related stakeholders including partnering organizations, community members, and conservation landowners.
- Maintains records of SCLT's conservation easements in alignment with LTA Standards and Practices and TerraFirma standards.

- Advances and maintains skills, education, and knowledge of best practices related to conservation easement stewardship and land management.
- Maintains SCLT's database of conservation property interests and utilizes electronic and hard copy recordkeeping.
- Builds peer relationships with agricultural land stewardship counterparts at other land protection organizations.
- Works with the Executive Director to set objectives for land stewardship as part of SCLT's annual budgeting process, work plan, and 5 year strategic plan.

#### *Helping the SCLT Team – 15%*

- Supervises seasonal or temporary staff / volunteers working on conservation projects.
- Participates in organizational development, board training, community outreach and fundraising activities.
- Prepares newsletter articles, landowner information packets and conservation related website updates, and gives presentations in a variety of settings.

#### **Basic Qualifications and Skills**

- Minimum of 2 years' experience working with farmers, ranchers, and agricultural landowners.
- Minimum of 2 years' experience with farming and ranching practices, natural resource and land management, and / or farm and ranch business management.
- Excellent interpersonal, writing, and organizational skills.
- Excellent practices electronic recordkeeping.
- Ability to manage multiple projects simultaneously while maintaining attention to detail.
- Proficiency with Microsoft Office suite.
- Experience with ESRI products.
- Possess a valid driver's license and access to reliable transportation.
- Ability to navigate using maps and/or GPS, walk in rough, rural and wide-open terrain, and be willing to work outdoors in all weather.
- A bachelor's degree or equivalent experience in a related field.
- Ability to interact with external professionals who are involved with land management including: surveyors, lawyers, planners, appraisers, landowners, and elected officials.

#### **Desired Qualifications and Skills**

- Minimum of 2 years' experience monitoring agricultural conservation easements and working knowledge of Land Trust Standards and Practices.
- Minimum of 2 years' experience with agricultural easement stewardship including annual monitoring, assignments, use approvals, easement defense, and managing violations.
- Minimum of 2 years' experience with developing conservation easements and easement baselines.
- Experience negotiating legal terms amongst several parties.
- Minimum of 2 years' experience developing public funding sources.
- Experience in managing volunteers or seasonal employees.

#### **Physical Requirements**

Sitting at a computer for extended periods of time, lifting approximately 30 pounds, stooping, bending, climbing stairs, and other physical exertion.

#### **Working Conditions**

Work is performed in an office, remotely, and field setting. The position is eligible to work remotely up to two days per week. Travel will be required, as well as occasional weekend and evening work.

#### **Salary/Benefits**

This is an exempt, full time (40 hours / week) position. Benefits for this position include eleven annual (11) holidays, earned leave, Simple IRA plan with up to 3% matching employer contribution, employer paid health insurance, dental insurance, and phone stipend. This position is salaried with an annual salary of \$52,500 - \$62,500 dependent on experience.

**To Apply:**

Email a letter of interest, resume, and contact information for three references to [director@sheridanclt.org](mailto:director@sheridanclt.org). Please use subject line: "Director of Conservation - Apply". Applications are only accepted electronically. No calls please. The position is open until filled. SCLT is an equal opportunity employer.