



Wallowa Land Trust

Conservation Program Manager Job Description

Position Title:	Conservation Program Manager
Reports to:	Executive Director
Status:	Full-time, exempt
Compensation:	\$40,000 - \$45,000 + benefits, DOE
Date Posted:	June 4, 2021
Date Closes:	Open Until Filled

Background

Wallowa Land Trust (WLT) is a nationally accredited nonprofit land trust based in Enterprise, Oregon with a mission to conserve the rural nature of Wallowa County by working cooperatively with private landowners, Indigenous people, local communities and governmental entities to conserve land. Since 2004 WLT has acquired land and conservation easements in the Wallowa Valley with a focus on working lands, habitat and community values.

Wallowa Land Trust is committed to creating an inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We welcome diverse backgrounds, perspectives and voices. We are an equal opportunity employer and do not discriminate.

Position Summary

The Conservation Program Manager will oversee and manage WLT's land acquisition and stewardship projects. This includes: implementing WLT's Conservation Plan; developing conservation strategies and landowner contacts; conservation easement and fee title negotiations, acquisitions, monitoring and stewardship; engaging with tribes and Native people on conservation projects; and fundraising to support conservation projects. This fulltime position requires 40 hours per week with travel and occasional evening and weekend hours. The Conservation Program Manger reports to the Executive Director.

Key Responsibilities

The Conservation Program Manager works closely with the Executive Director, Lands Committee and Board of Directors on:

Land Acquisitions

- Implement strategic acquisitions of conservation easements and fee properties in accordance with WLT's Strategic Plan and Conservation Plan.

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- Prepare and implement property protection strategies through acquisition to annual stewardship; negotiate donations and purchase of conservation easements and fee lands with landowners; complete baseline documentation reports and conservation easements; oversee due diligence.
- Perform outreach with landowners, partners and stakeholders, governmental entities, civic groups and media; build partnerships that enable WLT to maximize its impact and leverage additional resources.
- Organize and oversee contractors to acquire various data, reports and information required for acquisition.

Stewardship

- Monitor protected properties and complete monitoring reports at least once annually in coordination with volunteer Land Stewards
- Prepare and implement management plans and execute annual and project-specific stewardship outings on protected properties
- Manage stewardship interns.

Data Collection and Mapmaking

- Acquire and/or maintain a working knowledge of ESRI ArcMap software.
- Maintain geodatabases for conservation and stewardships projects, including collecting, organizing and importing data from the field.
- Develop customized maps for conservation and stewardship projects, communications and fundraising

Fundraising & Outreach

- Assist Executive Director in fundraising and outreach activities for conservation projects.
- Participate in WLT outreach and fundraising events and other activities which contribute to the organization's mission.

Administration & Organizational Support

- Implement WLT policies and procedures consistent with Land Trust Alliance's *Standards and Practices*; assist with accreditation renewal.
- Stay abreast of conservation and stewardship issues in Oregon and nationally through training and actively engaging with the Coalition of Oregon Land Trusts and the Land Trust Alliance.

Desirable Behaviors, Competencies and Skills:

- Professional, flexible and reliable.
- Humor, humility and a commitment to diversity, equity and inclusion.
- Open, curious attitude that welcomes life-long learning.
- Ability to navigate and appreciate the varied and diverse interests that influence conservation efforts in a rural community.
- Knowledge of land trusts, conservation easements and land protection efforts.
- Experience with Wallowa County's landscapes and natural resources.
- Understanding of, and appreciation for, the Indigenous history and contemporary relationships with Wallowa County.

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- Willingness to take on work outside of immediate job description when in the best interest of WLT.
- Strong initiative and enthusiasm and willingness to pitch in whenever needed.

Qualifications

- Minimum three years' land trust or nonprofit experience in land conservation, real estate or related field.
- Experience with negotiation, relationship building and managing complex projects; working knowledge of land trusts, conservation transactions and stewardship preferred.
- Experience with project budgets, accounting and fundraising.
- Excellent oral, written, listening and communication skills; ability to work with diverse constituents.
- Ability to traverse uneven terrain over long distances, in remote settings, and all times of the year.
- Highly organized and self-directed, ability to manage multiple complex projects and meet deadlines.
- Demonstrated success in working as a member of a team and developing effective working relationships with staff, volunteers, and the public.
- Willingness and ability to travel and work a flexible schedule, including some weekends.
- Proficiency with PC computer systems, including Microsoft products and ESRI ArcMap.

Working Environment:

Our office is located in downtown Enterprise, Oregon. We have an engaged board of directors with three staff members (two full-time and one part-time.) We are a fun, passionate group dedicated to protecting our corner of NE Oregon. We encourage personal development and support opportunities for continuing education.

This position requires sitting or standing at a desk, using a computer and talking on the phone with occasional travel, hiking and participating in events and outdoor activities. In addition, applicants should be able to lift up to 30 pounds and work in various outdoor environmental conditions.

Compensation

Starting salary range is \$40,000-\$45,000 DOE. WLT provides a health insurance with vision and dental, retirement, cell phone stipend, paid holiday, vacation and sick leave.

To Apply

Email a cover letter, resume, and three professional references in one single PDF to info@wallowalandtrust.org with "Conservation Program Manager" in the subject line. Position is open until filled.

Wallowa Land Trust is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.

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