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**Shasta Land Trust**

Position Description

Position: Conservation and Stewardship Manager

Supervisor: Executive Director

Classification: Full Time (40 hrs/week)

Location: Redding, CA

Deadline: October 14, 2019

Are you an energetic, detail-oriented project manager who is passionate about land conservation in far northern California? Shasta Land Trust is a successful, growing organization seeking a motivated Conservation and Projects Manager to join our team. We’ve protected nearly 24,000 acres of working agricultural ranches, blue oak woodlands, fly fishing habitat, and recreational open space since 1998.

**SUMMARY OF POSITION**

The Conservation and Stewardship Manager is responsible for developing and managing land protection projects of the Shasta Land Trust (SLT). Tasks include assessing the conservation merits of identified properties, applying for grants needed in the purchasing of conservation easements, assisting with the negotiations and drafting of conservation easements and associated agreements, reviewing baseline documentation, conducting appropriate record-keeping, and managing other tasks essential to completing conservation easement transactions. Additional tasks include stewardship of SLT conservation properties.

The Conservation and Stewardship Manager works closely with the Executive Director, as well as with landowners and our project partners, including municipal governments, public agencies, conservation organizations, and participates in ongoing collaborative planning efforts across the region. In addition, the Conservation and Stewardship Manager will represent the Shasta Land Trust in various public settings and participate in community engagement, stewardship activities and fundraising activities.

The Conservation and Stewardship Manager reports to the Executive Director and does not supervise other staff. However, he/she may manage sub-contractors, partners, and volunteers.

**RESPONSIBILITIES:**

1. Assist in coordinating the successful completion of a suite of conservation easement projects involving PG&E lands in Shasta County. Working with the Executive Director, conduct project due diligence, draft and negotiate easements, and draft and review baseline documentation.
2. Manage and track conservation projects, including creating and maintaining records for each project.
3. Collaborate with conservation partners to pursue strategies and projects consistent with SLT priorities.
4. Research and track changes and trends in conservation easements.
5. Draft correspondence, memoranda and reports for landowners, partners, committees, board, and follow up from site and monitoring visits.
6. Assist in the development of appropriate maps and GIS data.
7. Coordinate the annual monitoring of SLT conservation easements and ensure compliance of the stewardship program with Land Trust Standards and Practices and Accreditation requirements.
8. Participate in the communications efforts and community engagement related to conservation protection projects.
9. Provide general office support as needed.

**PREFERRED QUALIFICATIONS:**

1. A bachelor’s degree preferred, in natural resources, real-estate law, land management or other field related to conservation.
2. A minimum of three years’ demonstrated experience managing complex projects, conservation real estate transactions, or relevant work experience.
3. Scientific knowledge of, and field experience with, the landscapes and natural resources of far northern California.
4. Curiosity for the natural world.
5. Proficiency with understanding maps, natural resource information, and other spatial data.
6. Demonstrated experience in record keeping and data management.
7. Excellent communication skills and the ability to work with a wide variety of individuals, including landowners, partners, staff, board members, and volunteers.
8. Well organized and self-directed, with attention to detail and follow-through necessary for conservation real-estate transactions.
9. Proficiency with PC computer systems, Microsoft Office and GIS programs.
10. A demonstrated passion for conservation.

**SALARY AND BENEFITS:**

1. Salary – Depends on Experience
2. Full-Time
3. Health and Dental Insurance (Shasta Land Trust covers half)
4. Generous Vacation
5. Paid Holidays
6. Other Employment Benefits

**Please send a detailed resume and cover letter explaining how you personally connect with SLT’s mission and why this position is a good fit with your career objectives.**

**Via Mail:** Paul Vienneau, Executive Director

 Shasta Land Trust

 P.O. Box 992026

 Redding, CA 96099-2026

**Via Email:** pvienneau@shastalandtrust.org

*For additional information about Shasta Land Trust, please visit our website:* [*www.shastalandtrust.org*](http://www.shastalandtrust.org)*. Inquiries about the position can be directed to Paul Vienneau by email at: pvienneau@shastalandtrust.org or call (530) 241-7886.*