



NORTHCOAST REGIONAL LAND TRUST

Application Packet for the position of: **Conservation Project Manager**

About NRLT:

The Northcoast Regional Land Trust (NRLT) is a nonprofit land trust formed in 2000 by a group of people from diverse backgrounds to conserve the wild and working lands of Humboldt, Trinity, and Del Norte Counties. To date, in partnership with conservationists, ranchers, farmers, timberland managers, natural resource scientists, environmental advocates, and other community partners, NRLT has permanently protected over 56,000 acres of forest, rangelands, wetlands, oak woodlands, and vital open spaces in northwestern California.

Position Summary:

NRLT is seeking an experienced project manager to join our growing team. The Conservation Project Manager is responsible for the development, implementation, management, and completion of complex land conservation, acquisition, and restoration projects. Specific duties include assessing the conservation merits of new projects, negotiating and drafting conservation easement terms, commissioning and overseeing the preparation of independent appraisals and other technical reports, and overseeing construction and restoration projects. The Conservation Project Manager reports to the Executive Director and works collaboratively with other NRLT staff.

Staff at NRLT enjoy a flexible schedule, excellent benefits, and a casual work environment. Staff are supported by, and get the opportunity to work with, a dynamic community of volunteers, landowners, and other land trust partners. We recognize that diverse teams make the strongest teams and encourage people from all backgrounds to apply.

Availability: Position available March 16, 2022

Hours: 30-40 hours per week (negotiable)

Starting Pay Range: \$23 -\$27 per hour, depending on experience

Benefits: 13 paid holidays, two weeks paid vacation per year; paid sick leave; eligibility for enrollment in organization's health insurance plan (100% of premium is paid by the organization) or a benefits stipend; up to 3% matching contribution for retirement plan.

Position open until filled. First application review date: Tuesday, March 1, 2022.

Essential Job Functions:

- Work with landowners, agencies and other partners to identify, fund and develop land conservation, habitat restoration, fuels reduction, and conservation planning projects
- Organize and assist in the initiation, management and completion of land conservation projects including project due diligence, conservation easement negotiation and drafting, grant writing, report writing, and field-based data collection
- Implement annual monitoring and ongoing stewardship of conservation easement and fee title properties
- Oversee rehabilitation and maintenance of buildings and infrastructure on NRLT properties
- Oversee maintenance of the Freshwater Farms Reserve nature trail and trailhead, signage, and other public access features
- Ensure compliance with NRLT Standards & Practices, Land Trust Alliance Standards & Practices, and Land Trust Accreditation Commission requirements

- Work in collaboration with the Outreach and Development Director to help create engaging communications telling the story of land conservation to the public through a variety of channels written and audio/visual (including social media, newsletter, website).
- Coordinate and present periodic educational and interpretive events to landowners, project partners and the general public
- Attend NRLT events; coordinate and/or participate in field trips to conservation properties
- Attend and participate in relevant staff, Board and/or committee meetings
- Participate in staff development activities/trainings as needed to complete job duties or as required by the Executive Director
- Other duties as assigned

Qualifications:

- A genuine interest and enthusiasm for conservation of wild and working lands in northwestern California
- Preferred four-year degree or an equivalent combination of relevant education, training, and expertise sufficient to perform the essential duties of the position
- Familiarity with principles and practices of land conservation, environmental and land use planning, and natural resource management
- Familiarity with real estate transactions including appraisals, title work, due diligence, escrow, and closing
- Comprehension of public and private land acquisition funding sources and grant proposals
- Ability to interpret and explain a wide variety of laws, ordinances, codes, rules and regulations relating to land use issues
- Ability to read and interpret maps and legal property descriptions
- Ability to organize and negotiate complex acquisition projects
- Strong ability to develop and maintain positive, effective working relationships with colleagues and land trust partners
- Ability to work with sensitivity and without discrimination towards peoples of diverse perspectives, cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations
- Ability to work independently and as part of a collaborative team
- Strong field, research, data analysis, GPS and GIS skills
- Strong written and oral communication skills
- Strong organizational and project management skills
- Strong computer skills including familiarity with relevant computer applications including ArcGIS, Microsoft Office (spreadsheet, word processing), Adobe Acrobat
- A self-starter with a strong work ethic and ability to initiate, track, and follow through on a number of projects on deadline and within budget
- Ability to adapt to shifting priorities with a strong capacity to evaluate, manage and complete tasks on time

Physical Requirements and Travel:

- Able to work on a computer for up to 8 hours a day, including sitting (or standing) at a desk for extended periods; to read a computer screen; and manual dexterity to operate a keyboard

- Available for occasional long days in the field, able to drive long distances to remote locations, and hike in steep and uneven terrain
- Valid driver's license and proof of auto insurance required
- Able to occasionally lift objects weighing up to 30 pounds

Supervision of others:

- May be responsible for overseeing certain volunteers, interns, and staff as directed by the Executive Director

Location:

At NRLT's office in Arcata, California

How to Apply for the Position:

Position open until filled. First review date of applications: Tuesday, March 1, 2022.

Applicants must submit the following electronically as a combined PDF to info@ncrlt.org

1. Application cover sheet (see attached)
2. A brief cover letter
3. Resume
4. List of at least three professional references
5. Additional supporting documents (OPTIONAL: not to exceed two pages)



NORTHCOAST REGIONAL LAND TRUST

APPLICATION COVER SHEET

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Primary Telephone ()
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone ()
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

Conservation Project Manager	
I understand that this position may require driving and I am able to furnish a valid driver's license and proof of auto insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Start Date (<i>When will you be available to start work?</i>):
How did you hear about this position?	Salary desired for this position:

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment. I understand that all information on this job application is subject to verification and I agree that you may contact references and educational institutions listed on this application.

Signature of Applicant _____ Date _____