

THE CONSERVATION FUND

Position Description

TITLE: Conservation Project Manager

LINE OF BUSINESS/DIVISION: Conservation Acquisitions, Western Region

FLSA STATUS: Exempt

REPORTS TO: California State Director

NUMBER OF POSITIONS REPORTING TO THIS POSITION: 0

LOCATION: Northern or Central California, proximal to a commercial airport

THE CONSERVATION FUND

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985. To learn more about TCF, visit www.conservationfund.org.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

POSITION SUMMARY

The Conservation Project Manager is part of the California team, focused on the acquisition of land and water rights for conservation. This work includes but is not limited to landowner contact and negotiation; real estate project tracking and coordination of due diligence activities; public and private fundraising for land and water rights acquisitions; and site visits to potential and active projects. The Conservation Project Manager will work with public agency and land trust partners as we complete high priority acquisitions and transfer fee and easement interests. The Conservation Project Manager works at the direction of the California State Director with an emphasis on natural and working lands in Northern California and the Central Coast of California. These tasks will be done in coordination with other staff at The Conservation Fund, in and out of California.

RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work with public and private partners to identify and negotiate the acquisition of land, mineral, water rights and conservation easements, as well as the appropriate outsale strategy.
- Coordinate conservation activities internally and with a wide array of public and private partners.
- Track all real estate process activities and assist in obtaining and completing due diligence requirements.
- Assist in finding grant sources and manage the reporting required for public grants. Manage the completion of dispositions to public and private partners.

MINIMUM QUALIFICATIONS

- College degree in real estate, business administration, environmental policy or science, forestry, life sciences, or geography preferred. Ten years of related experience may be substituted for educational requirement.
- Five years of experience in real estate and landowner negotiations, including sound understanding of land use policies in California, successful experience with California natural resource management agencies and fluency in real estate economics.
- Proven ability to explain complex environmental issues to a variety of non-scientists.

- Ability to work well independently and as part of a small team.
- Must have a valid driver's license and be able to drive on remote and unpaved roads throughout the state.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- Familiarity with rural California.

PHYSICAL DEMANDS

- Must be able to traverse difficult terrain in a variety of environmental conditions.
 - Expected field time – less than 10%.

WORK ENVIRONMENT

- Work is performed in both office and outdoor settings, in all weather conditions.
- Estimated travel – 20-40%.

COMPENSATION and BENEFITS

This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Qualified candidates should email resume and cover letter to: careers@conservationfund.org.

The Conservation Fund, a nonprofit corporation, is an Equal Opportunity Employer that fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.