



**Organization:** The Golden State Land Conservancy's (GSLC) mission is to promote and secure real, tangible land conservation outcomes in California by developing positive relationships with a property's stakeholder. GSLC is accredited by the Land Trust Accreditation Commission, and is approved to hold mitigation lands by the United States Department of Fish and Wildlife, the California Department of Fish and Wildlife, and the U.S. Army Corps of Engineers. GSLC currently protects over 34,000 acres of land through its 65 projects. GSLC develops creative conservation solutions through pragmatic approaches to land management, stewardship, and conservatorship. Projects include both donated and mitigation easements including such conservation values as forest carbon sequestration, protected species habitats, wetlands, riparian areas, rangeland, agricultural lands, and dedicated open space preserves with public access. Projects range in location from Humboldt to Imperial, Sonoma to Nevada counties. ([www.gslc.us](http://www.gslc.us))

Position: **Director, Operations**

Reports to: **Executive Director**

Status: **Full Time, exempt**

Location: **Sebastopol, CA**

**General Description:** Execute all project-related management tasks post close of escrow. Implement Board of Director-approved policies regarding operational procedures. Ensure that GSLC projects meet Land Trust Accreditation Commission requirements for conservation and stewardship. Specific areas of responsibility include—

**Monitoring:** Develop & maintain landowner relations, operate and maintain project database, coordinate site visits, conduct aerial photo surveillance, determine current property status through review of county records, draft and complete monitoring reports, update Baseline Reports as needed, process site visit photography, develop productivity solutions.

**Stewardship (Land Management):** Coordination of land management tasks, task database development and maintenance, oversight of independently contracted land managers, coordination of biological report creation, development of stewardship expert resources, review and submittal of required agency reports and correspondence, streamline task management process through data capture and evaluation.

**Enforcement:** Implementation of policy process for violation identification and reporting, develop remedies through landowner relations and correspondence. Prepare evidence for easement enforcement.

**Qualifications:**

- College or advanced degree in the liberal arts, natural resource management, ecology, earth science, biology, or related discipline and minimum 3 years of experience in environmental management, or equivalent.
- Basic knowledge of ArcGIS, including ability to create and edit maps.
- Working knowledge of Microsoft Office, including Word, Excel, and to a lesser extent PowerPoint (GSLC is a Mac-based organization).
- Experience with database development, design, and management (GSLC uses Filemaker).
- Demonstrated knowledge and experience with land management procedures and agency relations.
- Strong project management, communication, and recordkeeping skills, including the ability to clearly communicate verbally and in writing.
- Ability to meet deadlines and manage multiple projects simultaneously.
- Ability to complete work with a high degree of independence and minimal oversight.
- Possessing a pleasant, diplomatic, and flexible personality with the ability to initiate and maintain multiple professional relationships with people of diverse backgrounds and world-views.
- Ability to drive a mid-sized 4x4 truck (sometimes with UTV trailer attached) in rugged terrain. Handle side-by-side UTV safely in rough conditions.
- Valid insurable driver's license.
- Social media familiarity.

**Salary range:** \$70-75K/yr plus Medical benefits

**Send cover letter and resume to [mdeprey@gslc.us](mailto:mdeprey@gslc.us) by April 29, 2022**