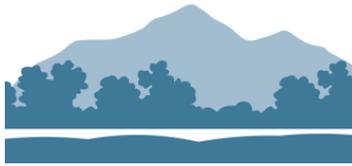


SHASTA LAND TRUST



Job Description **Conservation Projects Manager**

Organization: Since 1998, the Shasta Land Trust (SLT) has led efforts to identify and conserve significant lands in the north state that provide open space, wildlife habitat, scenic views, recreation, and working agriculture to the surrounding communities. SLT is an accredited land trust with 501(c)(3) non-profit status that holds conservation easements on more than 30,000 acres across Shasta County. With a growing portfolio of projects, we anticipate growing our conservation efforts to over 60,000 acres in the next two years. We are seeking a motivated candidate who is excited to join a growing organization.

Job Title: Conservation Projects Manager
Position: Exempt
Classification: Full Time (40 hrs/week)
Location: 5170 Bechelli Lane, Redding, CA 96001

SUMMARY OF POSITION

The Conservation Projects 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 Stewardship 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 Projects Manager will represent the Shasta Land Trust in various public settings and participate in community engagement, stewardship activities and fundraising activities.

The Conservation Projects Manager reports to the Stewardship 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 Stewardship 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. This could include assisting in fundraising, communications, outreach, etc.

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.

COMPENSATION AND BENEFITS:

Salary Range: \$50,000-\$60,000 (Compensation dependent on experience)

Vacation: 0-36 months: 6.15 hours per pay period, 20 days (160 hours) per year
37-96 months: 7.38 hours per pay period, 24 days (192 hours) per year
97 months+: 8.62 hours per pay period, 28 days (224 hours) per year

Holidays: 9 paid holidays per year. Office closed between Christmas and New Year with pay.

Benefits: Employer sponsored 403b
Health and dental insurance (1/2 paid by employer)

Additional: Ability to work from home 1 day per week

If applying outside an employment website, 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. Inquiries about the position can be directed to Paul Vienneau by email at:
pvienneau@shastalandtrust.org or call (530) 241-7886.*