



POSITION TITLE:	Conservation Program Manager
REPORTS TO:	Executive Director
STATUS:	Full-time, exempt
STARTING SALARY:	\$50,000 - \$58,000 DOE + generous benefits
LOCATION:	Salmon, Idaho
CLOSING DATE:	Open until filled; review of application will begin 9/30/2022, ideal start date November 2022.

Established in 2005, the Lemhi Regional Land Trust (LRLT), based in Salmon, Idaho is dedicated to conserving the central Idaho landscape, specifically our working lands, fish and wildlife habitats, and open spaces through voluntary conservation agreements and strategic land purchases. We also support the lifestyles of our community members by connecting them to the land, their agricultural heritage, and actively participating in various community partnerships and committees. Lemhi Regional Land Trust currently holds 13 conservation easements on 13,553 acres and 5 fee title owned properties across our service area of Lemhi and Custer Counties, Idaho. Our mission is *conserving landscapes and lifestyles in central Idaho*.

SUMMARY OF POSITION:

LRLT seeks a highly motivated, organized, ingenious individual with excellent communication skills to fill the critical position of Conservation Program Manager (CM) and lead our Conservation Program. This person will be responsible for initiating, advancing, and completing land conservation projects, primarily conservation easements and fee title purchases. As an ambassador for LRLT, the CD must be able to seek and develop strong, positive relationships and partnerships with private landowners; community and conservation groups; local, state and government agencies; and be able to work with elected officials. The person must have a deep commitment to private land conservation and agriculture, on the ground experiences working in a rural landscape, and experience drafting legal documents or completing real estate transactions. In addition to leading land conservation projects, this person must have knowledge of local conservation and resource values and be able to use this knowledge to set strategic conservation priorities across our service area and independently develop budgets and work plans for the conservation program. This position also includes fundraising, including researching, writing, and securing grant funding for projects and working with foundations and major donors interested in supporting our conservation program. This person will join a small team and can expect to have an integral role in larger organizational fundraising, communications, and outreach as well. The position is full time and will require occasional evening and weekend hours and may have supervisory duties in the future.

ESSENTIAL DUTIES, INCLUDE BUT ARE NOT LIMITED TO:

- Managing conservation easement acquisitions from start to finish, including:
 - Identifying, evaluating, and pursuing priority land conservation projects that are supported by LRLT's mission, vision, and values and strategic conservation plan.
 - Identify funding strategies and sources, develop grant applications, and secure funding for conservation projects.
 - Initiating, building, and sustaining outreach and relationships with rural landowners and partners to develop new conservation projects.
 - Negotiating with landowners and their representatives and funders.
 - Maintaining complete files on and tracking all active, potential, and completed projects and create permanent paper and digital files for all projects.
 - Oversee all due diligence work, including providing input on legal transaction documents to the land trust attorney; reviewing title reports and documents drafted by other parties; mineral and

environmental assessments; and working with and managing interactions and contracts with title companies, surveyors, lenders, and any other third-party contractors.

- Ability to work independently with initiative, motivation, flexibility, and confidentiality.
- Manage and represent projects as they move through LRLT's internal review process while working within the land trust's established policies and procedures. Aiding in review and revision of policies and procedures, as needed and recommended by the Executive Director or Board of Directors.
- Preparing proposals, budgets, grant applications, project schedules and deliverables, and project reports
- Working within/managing a budget to complete projects
- Development of an annual work plan and identifying, scheduling, and completing tasks independently to complete projects in a timely fashion.
- Coordinate and administer the Land Protection Committee with the committee chair and assist the Executive Director with providing updates at Board meetings.
- Participate in monthly meetings of the Upper Salmon Basin Watershed Program's Technical Team and be an active participant in Subcommittees.
- Development of strategic conservation priorities for the land conservation program and complete/update LRLT's draft strategic conservation plan.
- Utilize ArcGIS to evaluate properties, develop maps, assess resources, and complete funding applications.
- Stay up to date on all aspects of conservation easements and other land conservation issues.
- Providing leadership and education in the community regarding land conservation opportunities including 1:1 meetings, organizing and attending events and delivering presentations to groups.
- Working cooperatively and collaboratively with diverse groups, including landowners, conservation partners, conservation NGOs, government officials, federal and state agencies, donors, board members and the public to support LRLT's mission.
- Contributing to outreach and fundraising activities as needed and requested by the Executive Director and Outreach Manager.
- Assisting with stewardship activities such as conservation easement monitoring and creating land management plans as needed to support our Stewardship Program.
- Assisting with overall administrative, office responsibilities, and organizational efforts to promote and sustain the organization.

QUALIFICATIONS:

- Bachelor's degree in natural resources management, conservation, law, or another related field of study or a combination of education and experience.
- Three to five years of experience, preferable in private land conservation, natural resource management, agriculture, law, real estate, or another applicable field.
- Ability to take initiative and comfortable in a leadership position.
- Excellent written and verbal communication skills.

ESSENTIAL SKILLS & COMPETENCIES:

- Experience working with and developing positive and effective working relationships with landowners, government agencies, community groups, conservation partners, and the public.
- Strong and proven organizational skills and attention to detail.
- Ability to meet deadlines and independently prioritize multiple projects and complex tasks.
- Desire to be a team player.
- Familiarity working in rural communities.
- Ability to represent LRLT, its mission, and core values on the job and in the community.
- Proficient with Microsoft Office Suite and ArcGIS.
- Valid driver's license and ability to drive on low maintenance roads in areas without phone service.

PREFERRED SKILLS & COMPETENCIES:

- Knowledge of the practices, principles, and techniques of private land conservation.
- Knowledge of conservation easements and other real property interests.

- Knowledge of current tax and conservation law.
- Knowledge of natural resource and conservation values and issues in central Idaho.
- Knowledge of funding sources, particularly from government agencies such as the NRCS and Office of Species Conservation.

PREFERRED PERSONAL QUALITIES

- Respectful listener and communicator
- Non-judgmental relationship builder
- Strive to embody, foster, and promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Collaborative style that brings parties with differing interests to a common outcome
- Self-motivated, energetic, creative
- Integrity in relationships and ethical in decision-making

WORKING CONDITIONS

Work is performed in the office as well as in the field. Office work involves extended sitting at a desk and working on a computer. Field work includes, walking on uneven ground carrying up to 20 pounds and travelling to remote, isolated areas that lack phone service. Travel is required for meetings, speaking engagements, workshops, professional associations, and other events which requiring land trust participation and may be overnight.

BENEFITS

- 2 weeks paid vacation with gradual increases to 3 weeks after 5 years and up to 4 weeks after 10 years and the ability to rollover 1 week of vacation per year;
- 3 days of paid personal leave and 13.5 paid holidays;
- 9 days of sick leave with the ability to rollover unlimited days.
- 4 weeks paid family leave;
- Health Insurance Stipend;
- Matching retirement contributions up to 5%.

If you meet 75% of the above qualifications, you are encouraged to apply.

TO APPLY:

Applications will be accepted through September 15, 2022. Please submit a cover letter, resume and references via email to jsmith@lemhilandtrust.org or by surface mail attention to: Jennifer Smith, Lemhi Regional Land Trust 105 S. Center Street, Salmon, ID 83467. LRLT is an equal opportunity employer and values candidates who bring diverse perspectives to our work.

For information about Lemhi Regional Land Trust, visit www.lemhilandtrust.org.