



Conservation Project Manager

Job Opening April 7th, 2023

www.landtrustscv.org

Phone: 408.607.2741

605 Tennant Ave., Suite H

Morgan Hill, CA 95046

Starting Pay Range: \$53,760.00 - \$66,560.00 *depending on experience*

Schedule: Full-time 40 hours per week

Department: Stewardship

Reports To: Executive Director

Target Start Date: May 2023

Overview:

The [Land Trust of Santa Clara Valley](http://www.landtrustscv.org) (LTSCV) seeks a highly collaborative, organized and mission-driven individual to manage a portfolio of projects associated with land conservation, habitat restoration, property enhancement planning, and working lands management.

Position Summary:

The Conservation Project Manager (CPM) position is dependent on grant funding. As such, this position will be funded in part by a recently awarded Sustainable Agricultural Lands Conservation Program (SALC) grant. Additional grant application funding will be required to maintain the continuation of this position.

Work hours total 40 hours per week and occasionally may include some evenings or weekends outside of the traditional office schedule. The CPM position is a salaried position with bi-weekly payroll. The staff at LTSCV enjoy a flexible work schedule and a business-casual work environment.

The CPM will need a reliable vehicle, as local travel to properties in Santa Clara County and surrounding areas is required. LTSCV pays reimbursable mileage at the CA standard rate/mile. Staff are supported by and get the opportunity to work with dynamic individuals on the LTSCV Board of Directors.

Benefits:

11 paid holidays, 5 days paid vacation during first year of employment, 10 days paid vacation year 2 onward. Health benefits after a 90-day waiting period through enrollment in LTSCV's medical, dental & vision insurance plan (50% premium paid by LTSCV), and. Social Security and Medicare, unemployment insurance, worker's compensation insurance, and Family and Medical Leave Act protections, including 3 days (or 24 hours) of California Paid Sick Leave.

Licenses/Certifications:

Possession of a valid California driver's license and proof of auto insurance is required.

Location:

In-house, at LTSCV's office in Morgan Hill, California, and local travel to current and potential project sites throughout Santa Clara County and surrounding areas.

Essential Job Functions:

- Work with LTSCV Staff, consultants, landowners, and other partner agencies to identify, fund and develop land conservation projects.
- Organize and assist in the initiation, management and completion of land conservation projects including project due diligence, conservation easement negotiation and report writing.
- Use the software program “Landscape” to track and report on LSCV’s land transactions from acquisition to stewardship.
- Ensure compliance with LTSCV’s policies and procedures, Land Trust Alliance Standards & Practices, and the Land Trust Accreditation Commission requirements.
- Work in collaboration with the Executive Director to perform annual monitoring and ongoing stewardship of conservation easement and fee title properties.
- Attend and participate in relevant staff, Board and/or committee meetings and participate in staff development activities/training to complete job duties or as required by the Executive Director.
- Coordinate and/or participate in trips to LTSCV conservation properties and oversee onsite management of LTSCV properties.
- Other duties as assigned.

Specific Duties:

The CPM will work closely with LTSCV staff to transfer individual project information to a new computer system. CPM will engage with all tasks and activities related to projects and be responsible for the development process of tracking project time, budgets, and tasks. CPM’s position includes meeting on project sites with Project Management Consultant in order to understand all requirements of project policies, baselines & GIS project mapping. The creation of an outline for preparing & presenting project information to the Board for approval will be a collaboration between CPM, Executive Director, and LTSCV Board & Committees.

The CPM will work with the Executive Director, Acquisition & Land Management Committee and Legal Counsel to understand appraisals, preliminary title reports, escrow & closing documents. CPM will implement, manage, and complete complex land conservation and acquisition negotiation components of land deals, including assessing the conservation merits of new projects, negotiating conservation easement terms, commissioning, and overseeing the preparation of independent appraisals and other technical reports, and overseeing restoration projects. The Project Manager reports to the Executive Director and collaborates with internal staff, partner organizations, government agencies, public and private landowners, and will require a high level of engagement and personal interactions, sometimes during non-regular business hours.

Physical and Environmental Requirements and Travel:

The CPM will work in the field as well as the office. The office environment has mild noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. 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.

This position requires weekly time in the field conducting land management activities which may include traveling to remote locations, working in various weather conditions, hiking in steep or uneven terrain where poison oak, rattlesnakes and free-ranging cattle may be present.

Individuals in this position will bend, stoop, kneel, reach, push, pull and lift items, such as ranch gates needing to be opened and closed to gain entry to conservation easement properties, or repair barbed wire fencing. Individuals must possess the ability to occasionally lift, carry, push, and pull materials and objects up to 30 pounds. Additionally, specific vision ability is required in this position including close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Qualifications:

- A genuine interest and enthusiasm for conservation of habitat and working lands in 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, appraisals, title work, due diligence, escrow, and closing.
- Comprehension of public and private land acquisition funding sources and grant proposals.
- Ability to organize and negotiate complex acquisition projects and able to read and interpret maps.
- 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.
- Knowledge or experience in field research, data analysis, GPS and GIS skills is preferred.
- Strong organizational and project management skills including written and oral communication.
- Strong computer skills including familiarity with relevant computer applications including Microsoft Office, Excel, Word (spreadsheet, word processing), and Adobe Acrobat.
- An initiative-taker with a strong work ethic and ability to initiate, track, and follow through on a number of projects and within budget.
- Ability to adapt to shifting priorities with a strong capacity to evaluate, manage and complete tasks.

Supervision of Others:

CPM may be responsible for overseeing certain volunteers, interns, and/or staff as directed by the Executive Director.

How to Apply for this Position:

Applicants must submit the following electronically as a combined PDF to info@landtrustscv.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)

Position open until filled. First review date of applications: Friday, April 21, 2023.



APPLICATION COVER SHEET

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Primary Telephone ()
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address	Other Telephone ()		
		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 requires driving and I am able to furnish a valid driver's license, proof of auto insurance, & have reliable vehicle: <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 of 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 _____