



Position: Land Management Director
Salary Range: \$70,000-\$75,000 commensurate with experience
Benefits: Health Insurance, Paid Time off, Paid Holidays
Status: Full Time – 40 hours – Permanent – Exempt
Reports to: Executive Director

Primary Responsibilities:

- ❖ Supervise Recreation Manager and Conservation Manager
- ❖ Assist Executive Director with identification, planning, negotiation and securing land conservation projects
- ❖ Provide leadership and guidance in developing long-term strategic plans for conservation, recreation and stewardship goals and objectives
- ❖ Develop and maintain management plans for each property, including evaluation of strategies/tactics/projects for appropriate conservation, restoration, recreation, education needs
- ❖ Manage annual monitoring of all land trust properties in accordance with Land Trust Alliance standards and practices; manage the installation and maintenance of boundary marking of all Land Trust properties
- ❖ Prepare annual Land Management Department budget request
- ❖ Serve as staff liaison to the Lands Committee

Land Acquisition

- ❖ Research and identify specific opportunities to maintain a pipeline of potential acquisitions that meet strategic goals
- ❖ Develop funding strategies for acquisitions, including public and private grants
- ❖ Draft Baseline Documentation Reports and Project Selection Criteria Assessment Reports
- ❖ Assist in managing the legal, contractual and other processes of carrying projects to completion from initial contact through negotiations to closing – including project approval process through Lands Committee and Board of Directors
- ❖ Manage and coordinate conservation easement notices, amendments, requests for approval, violations, and address fee-owned property requests and encroachments

Philanthropic Component

- ❖ Develop budgets for specific conservation, recreation and stewardship projects
- ❖ Identify funding opportunities for conservation, recreation and stewardship projects and assist in drafting funding proposals
- ❖ Implement, track and report on awarded land-related grants and/or restricted funding

Outreach

- ❖ Build positive working relationships with landowners, lessees, governmental agencies, and partner organizations

- ❖ Maintain a good working relationship with first responders and respond to emergencies
- ❖ Provide landowners with guidance and information about conservation benefits and practices of potential conservation easement or fee land acquisitions
- ❖ Represent the organization as needed as a presenter/educator to increase public awareness of the mission and goals of the Land Trust
- ❖ Support the Land Trust's philanthropic efforts, special events and promotion and communication efforts, as needed

Administration

- ❖ Manage property leases and maintain a good working relationship with all lessees
- ❖ Maintain property tax records and assure all records are up-to-date
- ❖ Assist Stewardship Manager and Conservation Manager with performance management and training
- ❖ Maintain land project files and records in accordance with LTA standards and practice
- ❖ Coordinate projects and activities with other Land Trust departments as needed

Other duties as assigned

Job Skills and Qualifications

- Bachelor's degree (Master's degree preferred) in natural resource management, environmental studies, land planning, real estate or related field
- 3-5 years of experience in land conservation, natural resource management, public preserve management, or related work ; supervisory experience preferred
- Knowledge of voluntary land protection techniques, including fee-simple transactions and conservation easements; Ability to interpret and evaluate real estate transactions, including deeds, appraisals, title reports, surveys, and related documents
- Knowledge of conservation planning, monitoring, stewardship, GIS, and map making
- Ability to read and interpret aerial photography, topographic maps, and ability to navigate property in the field
- Knowledge of natural ecological communities in north Alabama and ability to evaluate the quality and management needs of those natural areas preferred
- Ability to establish and maintain effective working relationships with colleagues, volunteers, landowners, funders and other organizations
- Ability to work independently in remote natural areas, as well as collaborate in a team-based office environment
- Strong project management skills with ability to complete projects within deadlines and established budget
- Strong interpersonal, written and oral communication skills, including public speaking
- High level of computer skills, including proficiency with MS Word, PowerPoint and Excel
- Strong sense of ethics, integrity, discretion and ability to maintain confidentiality of donor and project information
- Possession of a valid Alabama State driver's license and verifiable proof of auto insurance
- Ability to travel throughout the Land Trust service area and work some evenings and weekends