

## Grand Traverse Regional Land Conservancy

Position Title: Land Protection Specialist  
Updated: May 11, 2021  
Reports To: Director of Land Protection  
Position Status: Exempt; Full-time; Permanent  
Salary Range: \$47,600-\$66,600 [Dependent on Candidate Experience and Skills]

**Position Objective:** Land Protection Specialist, will negotiate and complete land conservation projects including conservation easements, fee acquisition, and Community Assist projects.

**Job Summary:** Land Protection Specialist works closely with other Land Protection and Stewardship staff, and to a lesser extent with Fundraising and Administrative staff to conduct all phases of conservation easement projects and Conservancy land acquisition projects.

### Essential Duties and Responsibilities:

- Develop and manage all phases of Conservancy-held land and conservation easement projects (same tasks as listed above). This includes, but is not limited to:
  - Respond to landowner inquiries regarding potential projects;
  - Project and funding identification and evaluation;
  - Budget development;
  - Project strategy, collaboration, and negotiations with landowners;
  - Grant writing;
  - Initial outreach; and,
  - Ability to effectively coordinate the work of contractor(s), attorneys, appraisers, and other consultants.
- Collaborate with Conservancy staff and other professionals to negotiate and complete conservation easement and other land protection projects.
- Meet with landowners, conduct site visits, and evaluate a property's potential for conservation easements or land protection options.
- Promote the protection of land in our service area.
- Work with Fundraising staff to obtain public and private funding for land preservation projects and general operations.
- Write and administer grants, primarily public grants, to provide funding for projects and project-related overhead.
- Review and disseminate information to the Land/Stewardship teams regarding public grant funding opportunities.
- Develop, maintain and strengthen working relationships with various communities, private businesses, non-profit organizations, and government agencies.
- Undertake priority landowner outreach and cultivation.
- Ensure that authentic, reliable, complete, and usable information and documentation that GTRLC generates and receives in the course of business are properly managed and maintained effectively and securely for as long as they are required, as directed by the Records Management Policy.

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- Other duties as assigned by the Director of Land Protection.

**Supervisory Responsibilities:** None.

**Work Environment:** Flexible schedule to meet the needs of the work plan and projects, with general business hours. Evening and weekend work to attend events and community meetings is expected. At times it will be necessary to travel within the state of Michigan and Midwest, and occasionally within the United States.

**Physical Factors:** Willingness and ability to work indoors and outdoors. Outdoor work often requires hiking in rough terrain and at times in inclement weather.

**Minimum Training, Education, and Experience:** Bachelor's degree in Natural Resources, land planning, or related field.

### **Minimum Competency or Position Requirements:**

- A passion for conservation, and a willingness to work with people from diverse backgrounds to advance the Conservancy's mission.
- Working knowledge of real estate transactions and conservation easement drafting, land conservation techniques, and practices.
- Working knowledge of the financial aspects and tax consequences of land conservation donations, bargain sales, and other acquisition methods.
- Excellent written and verbal communication skills, including conflict resolution.
- Excellent problem-solving skills and ability to work both independently and as part of a team.
- Strong organization skills with a commitment to follow-through and particular attention to detail.
- Strong negotiation skills.
- Ability to effectively coordinate the work of contractor(s), attorneys, appraisers, and other consultants.
- Commitment to relationship building with landowners and other partners based on trust, competency, and mutual respect.
- Ability to build and maintain strong working relationships with staff, board members, government partners, donors, volunteers, and other stakeholders, as necessary.
- A demonstrated ability to be a proactive self-starter.
- Working knowledge of, and experience in, the application of Salesforce technology.
- Valid driver's license and reliable transportation.

### **Desired Competency:**

- Minimum of 3 years of related work experience in the public or private sector, program management, public policy, or land conservation experience; or 1 year of related work experience with an advanced degree in a related discipline.
- Working knowledge of, and experience in, the application of GIS technology.

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- Familiarity with requirements of 501(c)3 status and Land Trust Alliance Standards and Best Practices as they apply to Accreditation.

**This position is subject to a background check.**