



**Position Title: Lands Project Manager**

**Reports to: Lands Program Manager**

**Status: Full-time exempt**

**Starting Salary: \$52,000-\$55,000, DOE, with generous benefits package**

**Closing Date: Open until filled; review of applications will begin on February 15, 2021**

**Summary of Position:**

The Lands Project Manager develops and manages land conservation projects throughout GVLТ's service area and plays an important role in achieving GVLТ's land conservation mission. The Project Manager is responsible for building effective working relationships, and negotiating, funding and completing complex land transactions with private landowners, government agencies, and other partners. The Lands Project Manager is part of the GVLТ Lands Team and works collaboratively with all lands staff to develop strategic, innovative and lasting conservation projects.

**About the Gallatin Valley Land Trust.**

The Gallatin Valley Land Trust connects people, communities, and open lands through conservation of working farms and ranches, healthy rivers, and wildlife habitat, and the creation of trails in the Montana headwaters of the Missouri and Upper Yellowstone Rivers. Since our founding in 1990, the Gallatin Valley Land Trust has protected 116 properties totaling 50,000 acres and has helped create over 100 miles of trails in the Main Street to the Mountains trail system. For more information about GVLТ and its programs, visit [www.gvlt.org](http://www.gvlt.org).

**Specific Duties:**

***Develop, negotiate, fund and manage land conservation projects (80%):***

- Initiate and sustain outreach with individual landowners, landowner groups, and other strategic partners to identify and develop new conservation easement projects.
- Meet with landowners to discuss potential conservation options, and outline costs and benefits of conservation easements.
- Evaluate new projects based on the current strategic land conservation goals and project selection criteria.
- Utilize ArcGIS to evaluate, initiate and carry out acquisition of conservation easements.
- Prepare and review acquisition and transfer documents (e.g. conservation easements, purchase agreements, title documents, escrow instructions, etc.) in collaboration with GVLТ Lands Attorney.
- Oversee all aspects of due diligence work related to easement acquisition including contracting and managing consultants with a range of expertise (e.g. appraisers, attorneys, realtors, environmental scientists, surveyors, etc.)
- Manage land conservation projects as they move through GVLТ's internal review process and present projects to GVLТ Lands Committee and Board of Directors.
- Identify funding strategies for conservation projects, write grant applications, and develop funding proposals for purchase of conservation easements through public and private granting sources.
- Maintain complete files on active projects and create permanent paper and digital files once a transaction is recorded. Ensure that all land conservation transactions are adequately documented, including written reports, database management and GIS maps.

***Planning and Administration (20%):***

- Develop and monitor an annual work plan. Assist with the preparation of budgets for land conservation projects.

- Cultivate relationships with community members, as well as local, regional, and national partners to further GVLT's mission and goals.
- Outreach to landowners and landowner groups throughout the GVLT service area to help them better understand conservation easements and how they can achieve private land conservation goals.
- Participate in national and/or regional networks of land conservationists to further GVLT's mission.
- Stay current on all aspects of conservation easements and other land conservation issues.
- Participate in weekly staff meetings, Lands Committee meetings, and bi-monthly Board meetings, keeping colleagues and members apprised of issues as they arise.

**Essential Skills & Competencies:**

- Ability to develop positive working relationships with a diversity of people including co-workers, landowners, community leaders, and government agencies.
- Strong speaking, writing and listening skills.
- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Familiarity with lands, waters and wildlife of the Gallatin Valley and Greater Yellowstone preferred.
- Ability to meet tight deadlines and juggle multiple tasks.
- Proficiency with ArcGIS
- Knowledge of the theories, practices, principles and techniques of land conservation.
- Basic knowledge of current tax and conservation laws preferred.
- Physical requirements: ability to walk up to one mile over rough terrain and navigate in remote areas.

**Preferred Education and Experience:**

- Minimum BA/BS in natural resources management, conservation, law or another related field of study.
- Minimum three years of experience in land conservation, real estate, finance, law, or related experience, or an equivalent combination of education and experience.
- Experience initiating, negotiating, and managing conservation easements or other real estate transactions preferred.

**Generous benefits package includes:**

- 2 weeks paid vacation increased to 3 weeks at one year of employment. Employees gradually increase to 5 weeks of paid vacation after 5 years of employment;
- 10 days of paid personal leave and 10 paid holidays;
- Eligible for a 3-month paid sabbatical after 5 years;
- Health Insurance, Vision and Dental Insurance, Health Savings Account contributions, Long Term Disability Insurance, Basic Term Life and AD&D Insurance;
- Matching retirement contributions up to 3%.

**Application Procedure:** Please submit a cover letter explaining your interest in the position with resume and three professional references to: EJ Porth, [ej@gvlt.org](mailto:ej@gvlt.org). This position will remain open until filled. Applications will be reviewed starting February 15, 2021. GVLT is an equal opportunity employer and values candidates who bring diverse perspectives to our work.