



## LAND PROTECTION SPECIALIST Position Description

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**REPORTS TO:** Conservation Director  
**STATUS:** Full-Time Exempt  
**SALARY:** \$43,000 - \$53,000 (Negotiable, based on experience)

The Whidbey Camano Land Trust is seeking a committed conservationist to protect important lands and waters in Island County, located in northwest Washington State. This is an exciting opportunity to join a dynamic, high-caliber, results-oriented team focused on conserving the natural habitats and working farms and forests on Whidbey and Camano islands. The work is fast-paced, challenging, and highly rewarding. The office is located on historic Greenbank Farm in Central Whidbey Island with beautiful scenery and trail access right outside the front door. Join our friendly, hardworking, mission-driven team, with competitive local salary and full benefits.

**POSITION SUMMARY:** The focus of the Land Protection Specialist is to acquire priority lands, both fee simple and conservation easements, from willing landowners. The position involves significant time drafting, revising and reviewing complex legal documents. Work also includes landowner negotiations, grant writing and presentation, and conservation project planning and implementation.

**DUTIES AND RESPONSIBILITIES:** The job responsibilities and duties are as follows:

- **Primary Responsibilities:** Carry out all phases of land acquisition projects (fee simple, conservation easement and agency assists) including: *a significant portion of worktime spent drafting and reviewing conservation easements, purchase and sale agreements, and related legal documents*; coordination with Conservation Team and other staff members; project evaluations; landowner outreach, cultivation and negotiation; coordination with partners; consultation with legal counsel and conservation director; identification and procurement of grant funds; and closing of transactions.
- Outreach to landowners within Protection Priority Areas.
- Review and respond to landowner requests and inquiries regarding potential gifts or sales.
- Consult with the land steward and Stewardship Committee to ensure that land protection projects are consistent with long-term stewardship policies and procedures.
- Update staff and board on land protection activities.
- Participate in organizational development, board training, and fundraising activities.
- Form partnerships and gain support for projects including, where appropriate, outreach to and involvement with members, neighbors, public, agencies, and landowners.
- Develop, research, write, present, implement and track grants and other funding sources to achieve land protection goals.

- Develop annual work plans and assist on project budgets.
- Update land acquisition policies and procedures.
- Write, develop, coordinate, and revise land protection and project acquisition plans.
- Prepare newsletter articles, landowner information packets and website project updates, and give presentations in a variety of settings.

**REQUIRED QUALIFICATIONS and RELATED LIFE EXPERIENCE:**

1. Practical problem-solving and organizational skills.
2. Strong attention to detail and record keeping.
3. Basic knowledge of real estate, protection techniques, and land conservation principles, and the ability to successfully complete land protection projects.
4. Adept at negotiation, problem-solving, and relationship building.
5. Good verbal and written communication and presentation skills.
6. Ability to adapt, perform under pressure, and work both independently and as part of a team.
7. Ability to work with diverse people and develop positive working relationships with landowners, government agency employees, and other stakeholders.
8. Valid, insurable driver's license.
9. Committed to land conservation.
10. Desire and ability to live and work in the community.
11. Ability to lift 30 pounds and walk properties with landowners.
12. Competent with standard computer software, including MS Word, MS Excel, MS PowerPoint, and e-mail.

This is a full-time, salaried, exempt position that reports to the Conservation Director. The Land Trust offers a competitive salary and benefits package. The office is located at Greenbank Farm and is a smoke-free workplace. The Whidbey Camano Land Trust is an equal opportunity employer.

**To apply:** Submit a cover letter describing motivations, qualifications and related life experience, along with your resume, attached to email, to: [jobs@wclt.org](mailto:jobs@wclt.org).

Application review starts September 23, 2019. Open until filled.

No phone calls please.