



LAND PROTECTION SPECIALIST Position Description

REPORTS TO: Conservation Director
STATUS: Full-time, Salaried/Exempt Position
WAGE: \$52,000-\$63,000 (Based on experience)

MISSION: The Whidbey Camano Land Trust actively involves the community in protecting, restoring, and appreciating the important natural habitats and resource lands that support the diversity of life on our islands and in the waters of Puget Sound.

POSITION SUMMARY: Reporting to the Conservation Director, the focus of the Land Protection Specialist is to work with willing landowners to conserve priority lands, using a suite of land protection tools. The position leads and assists the movement of projects through the land protection process and spends substantial time drafting, revising and reviewing complex legal documents. Work also includes landowner negotiations, conservation planning, grant writing and presentations.

DUTIES AND RESPONSIBILITIES:

- Carry out all phases of land acquisition projects (fee simple, conservation easement and agency assists) including: a substantial portion of time spent drafting and reviewing conservation easements, purchase and sale agreements, donation agreement 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; and closing of transactions.
- Identify grant opportunities, and develop, research, write, present, implement and track grants and other funding sources to achieve land protection goals.
- Review and respond to landowner requests and inquiries regarding potential gifts or sales.
- Consult with the Land Stewardship team 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, team building and fundraising activities.
- Form relationships and partnerships to support projects including, where appropriate, outreach to and involvement with members, neighbors, public, non-profits, agencies, and landowners.
- Develop annual work plans and assist with 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.
- Other duties, as assigned.

REQUIRED QUALIFICATIONS and RELATED LIFE EXPERIENCE:

- Bachelor's Degree and three years related experience, or equivalent combination of education and experience.
- Knowledge of real estate, protection techniques, and land conservation principles, and the ability to successfully complete land protection projects.
- Commitment to land conservation.
- Experience in developing and maintaining positive relationships.
- Experience in successful negotiations and/or creative problem-solving.
- Competent with standard computer software, including MS Word, MS Excel, MS PowerPoint, and e-mail.
- Practical problem-solving and organizational skills.
- Strong attention to detail and record keeping.
- Good verbal and written communication and presentation skills.
- Ability to adapt, perform under pressure, and work both independently and as part of a team.
- Ability to work with diverse people and develop positive working relationships with landowners, government agency employees, and other stakeholders.
- Desire and ability to live and work in the community.
- Valid, insurable driver's license.
- Ability to lift 30 pounds and walk properties with landowners.

BENEFITS. The Land Trust values work-life balance; its work culture supports and inspires conservation achievement and personal development. This full-time position is eligible for the following:

- 11 paid holidays (pro-rated);
- 12 vacation days annually, increased with tenure (pro-rated);
- 12 sick days annually (pro-rated);
- 3% matching SIMPLE retirement plan;
- Washington Paid Family and Medical Leave Program pursuant to state rules and eligibility;
- Dog-friendly office with pre-qualified dog and employee; and
- Occasional professional development and training opportunities.

TO APPLY. Submit a cover letter describing your qualifications and related life experience, along with your resume, via email to: jobs@wclt.org. No phone calls please! Application review will begin October 23, 2023. Position open until filled.