



Conservation Easement Program Manager Job Description

Position open until filled. Applications will be reviewed as they are received. Please don't wait to apply.

LOCATION: FRLT Headquarters, 75 Court St., Quincy, CA 95971

COMPENSATION: \$26 - \$37/hr.

EMPLOYMENT CLASSIFICATION: Full-time hourly position, Nonexempt

TO APPLY:

Please send the following to Keegin Lee at klee@frlt.org:

- A current resume.
- A cover letter (1-page max) sharing your background/experience and why you believe you are a good fit for this role.
- Candidates with strong potential for hire will be asked to provide references and work samples.

POSITION SUMMARY:

Feather River Land Trust (FRLT) is seeking a full-time Conservation Easement Program Manager to join our Land Protection Team. This position will assist with various aspects of land conservation and land stewardship. Core responsibilities will include management of the Conservation Easement Stewardship Program, assisting with land acquisition projects, mapping and managing the organization's GIS data, cultivating collaborative relationships with conservation easement landowners and conservation partners, developing stewardship priorities for easement-protected properties, and coordinating fieldwork on conservation easements (contractors, volunteers, and crews).

The Conservation Easement Program Manager reports to the Conservation Director. Conservation easements are one of the core conservation mechanisms of a land trust. A conservation easement is a legal agreement between a landowner and a land trust that permanently limits uses of the land to protect conservation values, including, but not limited to wildlife habitat, native plant communities, cultural resources, wetlands, surface water, and groundwater, sustainable agriculture practices, recreation, and open space. As a nationally accredited land trust, FRLT has annual obligations, reporting requirements, organizational policies, and ongoing stewardship needs on the conservation easements we hold.

We are seeking a dedicated natural resources professional to maintain professional working relationships with landowner-partners and to steward our conservation easements in compliance with our policies and procedures.

ROLES & RESPONSIBILITIES

Conservation Easement Stewardship Program

- Scheduling, coordinating, and performing annual conservation easement monitoring of FRLT conservation easements, including landowner interviews, county records research, gathering new visual inspection data (on-the-ground and remote), creation of maps, individual monitoring report generation, and reporting on the overall results of annual monitoring.
- Responsible for legal compliance for all FRLT-held conservation easements by ensuring the program follows FRLT and Land Trust Alliance (LTA) Standards and Practices, including:
 - Annual monitoring
 - Report distribution
 - Document filing and records storage/retention
 - Violation response
 - Amendment inquiries
- Provide technical assistance to partner landowners, including:
 - Timely response to landowner Notices and Approval requests
 - Coordinating updates to conservation plans
 - Coordinating assistance with property improvement projects, such as habitat enhancement, restoration, and recovery from natural disasters
- Coordinate range monitoring and other specialized monitoring when prescribed in FRLT easements and conservation plans.
- Maintain collaborative, professional relationships with all conservation easement landowners.
- Develop and maintain professional working relationships with partner agencies and organizations.

Land Protection Program

- Create and analyze detailed maps in support of land protection planning, transactions, and related program needs, including maps for:
 - Acquisition project evaluation and ranking
 - Grant/funding applications and reports
 - Conservation plan and conservation easement exhibits
 - Land acquisition and other strategic planning
 - Website, social media, and other marketing purposes
 - Board and committee reports
- Develop Baseline Documentation Reports for new conservation easements, including review of draft easement documents, property inspections and data collection, establishing photo reference points, mapping, and writing.

Other Duties as Assigned

- Participate as an important FRLT team member in fundraising and outreach events, volunteer engagement, staff meetings and trainings, and other activities that help FRLT achieve its mission.

DESIRED QUALIFICATIONS & ABILITIES:

The skills and attributes listed are guidelines. Your education and work experience (both paid and volunteer) and life experience all contribute to your skills and competencies. If you meet 75% of the qualifications listed, we encourage you to apply.

- Demonstrated skill in using Geographic Information Systems (GIS), especially ArcGIS online, to import layers, create maps and analyze mapping data. Experience using Google Earth, Avenza, CalTopo, and similar mapping tools helpful.
- Ability to analyze, understand and follow detailed documents, policies, and procedures (e.g., conservation easement deeds, FRLT policies and Land Trust Alliance Standards and Practices).
- B.S. in Natural Resource Management, Biology, Rangeland Management, Environmental Science, Agricultural Science, or another related field, AND 3+ years of relevant work experience (candidates with 4-5 years relevant experience in lieu of education encouraged to apply).
- Proficient in the Microsoft Office suite of applications (Outlook, Word, Excel, & PowerPoint).
- Experience with Global Positioning System receivers (GPS) for data management, record-keeping, and field data collection.
- Good written and oral communication skills suitable for a diverse clientele/audience.
- Attention to detail.
- Team player that is adaptable and able to self-motivate, coordinate, and ask for assistance when needed.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Position includes a combination of office work, field work and travel. Must be willing and able to travel to and visit properties in remote corners of the Upper Feather River Watershed.
- Field work may be in inclement weather on occasion.
- Ability to navigate using a GPS device map and/or compass, and hike long distances over sometimes rough terrain.
- Some evening and weekend work may be required.

CONDITIONS OF EMPLOYMENT:

- Start Date: Position open until filled; please don't wait to apply!
- Location: FRLT Headquarters, 75 Court St., Quincy, CA 95971
- Employment Classification: Non-Exempt hourly position. This is not a remote work position.

Employees are expected to work at the assigned duty station five days per week.

- Hours: 40 hours per week; Monday-Friday work schedule.
- Benefits: After a 90-day introductory period, the employee will be eligible for all FRLT benefits, including Medical/Dental/Vision Insurance (50% premium covered by FRLT), Life Insurance, SIMPLE IRA (3% matching), paid time for personal wellness (weekly), and Paid Time Off (PTO).