



Conservation Project Manager Job Description

Position Type:	Regular Full-Time/Hourly, Non-Exempt, approximately 40 hours per week.
Starting Pay Range:	\$29 - \$33/hour, depending on experience
Benefits:	Health Insurance contributions, Dental and Vision Plans, 401(k) match, Paid Time Off (PTO), 13 paid holidays, Paid Family Leave, Wellness Program, special property access, employee discounts

Overview

The Conservation Project Manager will join a dynamic land conservation program at The Land Conservancy of San Luis Obispo County. They will work under the general supervision and direction of the Conservation Director, and will receive supervision from and collaborate regularly with the Conservation Program Manager and Monitoring Program Manager. This position will be directly involved in both the conservation acquisition program and the land monitoring program. This joint involvement includes periods of computer-based work and regular time in the field.

The Conservation Project Manager's responsibilities include: land conservation project development, grant writing and research, drafting conservation easements, creating baseline documentation reports and land stewardship plans, monitoring conservation easements and fee-owned lands, conducting geographic analyses in support of conservation projects, and producing high-quality maps and reports. The Conservation Project Manager will become familiar with The Land Conservancy's Strategic Goals and Land Trust Alliance (LTA) Standards and Practices, The Land Conservancy's suite of conservation properties, and ongoing Land Conservancy projects

Essential Duties of the Job

Conservation Project Implementation – 60%

1. Project background research, including land use potential, conservation benefit review, title investigation, field visits, and landowner communication.
2. Develop project reports and presentations for project assessment.
3. Grant writing and project funding proposals.
4. Grant management and maintaining relationships with funding partners.
5. Organization and archiving of working files and essential permanent files, including project binders, digital files, and offsite archival storage in accordance Land Conservancy policies.
6. Manage and develop geographic data using Geographic Information Systems (GIS).

Land Stewardship– 30%

1. Assist with annual monitoring of Land Conservancy conservation easements and fee-owned lands.
2. Assist with preparation and updating of Baseline Conditions Reports and Land Stewardship Plans.
3. Support Monitoring Program Manager in preparing, conducting, and reviewing conservation property monitoring visits.

Land Trust Alliance – Accreditation – 5%

1. Ensure that LCSLO maintains compliance with Land Trust Accreditation Commission requirements.
2. Review, research, and preparation of land related policies and procedures.
3. Assessment of permanent land files and records.

Ongoing Training and Development of Skills Related to Job Duties – 5%

1. Review of LTA webinars, e-books, and training opportunities.
2. Skill development related to essential job functions.
3. Opportunities to participate in workshops and conferences.

General Duties

- Develop and maintain a schedule of tasks to be completed on a regular basis and complete tasks within the allotted time.
- When necessary, provide own transportation to Land Conservancy field and office facilities, and to other communities within the County to manage projects and attend meetings.
- Be mindful of personnel policies and procedures.
- Be respectful and professional; avoid behavior that would interfere with the work of others.
- Maintain a professional separation between work and personal activities.
- Maintain positive attitude.
- Always maintain complete confidentiality.
- Implement suggested changes in the job functions and procedures in a prompt and respectful manner.
- Identify problems and suggest solutions.
- Be conscious of safety hazards and report issues to supervisor immediately.

Required Qualifications

1. An understanding of and commitment to the mission of The Land Conservancy and a passion for land conservation and the outdoors.
2. A Bachelor's degree (or similar cumulative academic and professional experience) in a relevant field, such as geography, environmental studies or sciences, ecology, agriculture, natural resources, land use planning, or public policy.
3. Excellent written, verbal, and graphical communication skills.
4. Initiative in undertaking independent research on what can be done to enhance The Land Conservancy's completion of these job functions and makes recommendations for improvement.
5. Prior experience in project and contract management.
6. An understanding of conservation real estate transactions, including conservation easements and fee-owned lands.
7. Ability to plan and implement projects including the coordination of materials and human resources.
8. Availability to work occasional evenings and/or weekends.
9. Proficiency with various computer programs, such as Microsoft Word, Excel, and Outlook, to successfully complete job functions.
10. Fluency with Geographic Information Systems (GIS) software sufficient to create maps and conduct spatial analyses.

11. Versatility and adaptability in balancing the varied demands of the job so that all projects proceed in a balanced manner.
12. A valid driver's license and ability to provide own transportation to the office of The Land Conservancy and to other communities within the county to manage projects and attend meetings.

Preferred Qualifications

1. Master's degree (or similar cumulative academic and professional experience) in a relevant field, as above.
2. Prior professional experience in ESRI's ArcGIS platform, including layout development, designing user-friendly cartographic outputs, spatial analyst, and python scripting.
3. Experience with real estate transactions, business, and finance.
4. Experience with preparing proposals and grant writing.
5. Experience in the area of rangeland management, ecology, and natural systems.
6. Familiarity with the basic principles of real property and land use law, environmental law, and water law.
7. High aptitude for computer use, including a commitment to learning new computer-based skills, such as troubleshooting, Adobe Suite (Illustrator, Lightroom), and coding (HTML, Python).
8. An interest and commitment to learning and developing personal skills.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- (F) Bend
- (F) Sit
- (O) Squat
- (F) Stand
- (O) Crawl
- (F) Walk
- (O) Climb
- (O) Push/Pull
- (F) Kneel
- (F) Handle objects
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (N) Other: Operate power equip.

Must carry/lift loads of:

- (O) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (N) Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- () Other _____

Environmental

On the job the employee:

- (O) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (N) Other: Works with chemicals including toxic glues and herbicides.

Reporting Responsibilities

The Conservation Project Manager reports directly to the Conservation Director. The Conservation Project Manager is expected to coordinate closely with and take direction from the Conservation Program Manager and Monitoring Program Manager.

Standards of Performance

The Land Conservancy, in accordance with the listed Job Functions, will evaluate performance based on a standard review form after completion of the 90-day orientation period, followed on an annual basis thereafter, for the duration of employment. Reviews will be conducted through a meeting with the Conservation Director and/or Executive Director and will be documented in a narrative, letter format.

Conservation Project Manager

Date

Conservation Director

Date