



POSITION DESCRIPTION

Position Title: Conservation Project Manager
Reports To: Conservation Director
Salary and Benefits: DOE
Status: 1.0 FTE

BITTER ROOT



LAND TRUST

Scope of Work

Project Management:

The Conservation Project Manager is responsible for the development and completion of new conservation easement and fee acquisition projects within BRLT's service area.

Project Cultivation and Development:

The Conservation Project Manager will assist the Conservation Director with general outreach to prospective landowners in order to solidify future conservation opportunities.

Internal and External Communication:

The Conservation Project Manager will provide regular updates to the Conservation Director, Executive Director, BRLT staff, and Board of Directors on the status of ongoing BRLT conservation projects and work, as requested, with BRLT Communications and Development staff to highlight conservation successes to share with BRLT's supporters and the community.

Other Duties:

All BRLT employees are expected to assist, as needed, in events, fundraising, and strategic planning.

The Bitterroot Valley:

Situated between the gentle Sapphires and rugged Bitterroot Mountains and bisected by the Bitterroot River, the Bitterroot Valley is home to a tremendous diversity of fish and wildlife, from bighorn sheep and elk to cutthroat trout and bald eagles. Rich soils in the valley support the historic farms and ranches that shape the culture and character of our region. Located in

Hamilton, MT, we are situated at the gateway to the Selway/Bitterroot Wilderness and a broad array of outdoor pursuits.

Founded in 1996 by a group of local residents, the Bitter Root Land Trust is the only land trust focused exclusively on the needs and challenges of land conservation in the Bitterroot Valley. Since its inception, the Bitter Root Land Trust has grown into a trusted community partner, earning a reputation for excellence in conservation in the intermountain west. The Conservation Project Manager will join and support an existing staff of 6 and a 12-member Board of Directors. The Bitter Root Land Trust is proud to be an Accredited land trust, initially earning accreditation in 2013. Since inception, Bitter Root Land Trust has completed 40 conservation easements protecting water resources, wildlife habitat, and with a particular focus on working lands. Further, BRLT has either facilitated or currently owns several riverfront parks, fishing access sites, a community garden, and other community-based recreational properties.

Areas of Responsibility:

1. Conservation Project Management:

- Work closely with the Conservation Director to generate, negotiate, guide, and implement BRLT's acquisition of conservation easements and fee title lands.
- Coordinate baseline contractors, appraisers, and other third-party contractors.
- Manage complex conservation projects, including generating budgets, timelines, and proposed project design.
- Complete due diligence on conservation projects (analyze title and mineral reports, mineral remoteness tests, existing encumbrances, environmental hazard assessments, public benefit and private inurement analyses, and other project-related due diligence issues).
- Facilitate conservation project approvals through the BRLT Lands Committee, and Board of Directors.
- Draft technical grant applications to fund conservation easement and fee-title acquisitions, including a heavy emphasis on Agricultural Land Easement applications through the NRCS.
- Coordinate with landowners, funders, and contractors to ensure conservation projects are completed in a timely manner.
- Work closely with landowners (in-person, via phone, and in writing) to move conservation projects from vision to finality.
- Maintain and update project files according to BRLT policy, including in-office, off-site, and digital records storage.

2. Conservation Project Cultivation:

- Respond to land protection inquiries from private landowners, community groups, public agencies, and the general public.
- Develop and maintain strong working relationships with public and private partners to complete individual conservation projects and further BRLT's strategic conservation goals.
- Contribute project articles and updates to newsletters, electronic bulletins, website and social media, and other communications materials..

3. Accreditation:

- Insure BRLT land and easement acquisitions remain consistent and compliant with Accreditation Commission standards.
- Periodically review BRLT lands policies and procedures.

4. Additional Duties:

- When requested, attend BRLT outreach and fundraising functions.

- Assume an active role in BRLT strategic planning.
 - Seek opportunities to stay current and familiar with innovative, state-of-the-art stewardship programs and emerging stewardship program advancements.
 - At all times, act as an ambassador for BRLT, its mission, and programs.
 - Other duties as assigned.
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Skills and experience necessary to successfully complete the above tasks include:

Bachelor's degree; graduate degree OR a minimum of two years' experience in law, ecology, land conservation, real estate, resource management, conservation biology, or related field preferred.

At least two years' direct experience working with conservation easement and/or farm and ranchland real estate transactions is desirable

Demonstrated experience leading title review, contract and real estate negotiations.

Demonstrated experience in technical writing and research, including complex grant applications.

Experience working with landowners on legal, real estate, and resource management issues required.

Demonstrated oral communication skills. Must be tactful, professional, and possess the ability to maintain confidentiality when necessary.

Detail oriented and well organized. Ability to balance and prioritize multiple tasks and detailed projects simultaneously.

Demonstrated ability to work effectively as part of a team, working closely with the Executive Director, other staff, and Board of Directors.

Demonstrated ability to work in a self-directed, independent manner.

Strong commitment to BRLT's core mission of helping landowners conserve the water, wildlife, and working farms and ranches of the Bitterroot Valley for all generations.

Willingness to support all facets of the organization, including fundraising, outreach, and long-range planning, when asked.

Basic conditions of employment form the fundamental performance requirements for continued employment. All employees are ambassadors of BRLT and are expected to support and fulfill the organization's mission. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand, and comply with all policies and procedures.

- *1) Donor Relationships:* Identify key individual, business, foundation, and partner groups to support the work of the land trust.
- *2) Quality:* Comply with established requirements for job performance methods, procedures and standards.
- *3) Professional Conduct:* Comply with established employment policies and practices. Maintain confidentiality of client, member/contributor and employee information. Accept direction and provide direction in a cooperative and positive manner.

- 4) *Personal Conduct*: Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable. Demonstrate appropriate dress and personal hygiene.
 - 5) *Competency*: Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.
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Application Instructions: This position is open until filled. Please send cover letter, resume, references, and salary requirements to gavin.ricklefs@bitterrootlandtrust.org. No phone calls please.

The Bitter Root Land Trust is an Equal Opportunity Employer