

Mainspring Conservation Trust, Inc.

Job Title: Land Conservation Manager

Classification: Exempt

Reports to: Executive Director

Date Revised: 02/10/2023

Summary/Objective:

This position is responsible for assisting the Executive Director and working with the Sr. Land Conservation Manager and Land Conservation Associate, including grant writing and reporting, receiving conservation easements, fee simple acquisitions, fee simple divestments, landowner outreach and partner engagement.

Essential Functions:

Land Conservation

- Participate in all initiatives of the land conservation program, including receiving conservation easements, fee simple acquisitions, fee simple divestments, landowner outreach, and partner engagement,
- Complete project due diligence tasks, including site assessments and evaluations, internal review of title exceptions, independent appraisals, legal descriptions, surveys, property rights, and conservation easement drafting as assigned by the Executive Director,
- Apply for and manage government, foundation, and other grant applications for land conservation, as assigned by the Executive Director,
- Active participant in preparing Land Conservation annual budget.

Funding and Financing for Acquisition

- Investigate potential funding opportunities (primarily public funding, but not exclusively) and apply for grants to support acquisition-related projects in collaboration with the Executive Director and Senior Land Conservation Manager. This includes developing, writing, submitting, and tracking grant proposals, as well as monitoring grant commitments to ensure timely completion of deliverables and submission of grant reports.

Board & Committee Engagement

- Assist Sr. Land Conservation Manager in communications with the Lands Committee and report on assigned projects. Assist with scheduling and facilitation of meetings and draft minutes for finalization and distribution,
- Attend and Participate in Stewardship Committee and assist where appropriate,
- Attend Board of Directors meetings and make presentations on behalf of the Lands Committee and on behalf of the Stewardship Committee as needed.

Sound Practice and Record Keeping

- Assist with legal counsel in coordination with Executive Director,
- Ensure all reports, projects, documentation, and record-keeping complies with Mainspring policies, grant funder requirements, IRS regulations, and Land Trust Alliance standards and practices,
- Assist with land records upkeep and updates, including hard file storage and Landscape,
- Pursue appropriate continuing education opportunities.

Other Duties as Assigned by the Executive Director.**Required Qualifications**

- Minimum of a Bachelor's degree, preferably in natural resources, environmental science, or a related field
- Minimum of two year's land trust experience or related field is required
- Demonstrated experience with Federal, State, and/or private grant applications and management required
- Land acquisition experience is required
- Proficient in Microsoft Office programs
- Proficient in ESRI programs such as ArcMap and ArcMap Pro
- Excellent organization skills and attention to detail
- Excellent communication skills
- A motivated self-learner
- Commitment to training programs that maximize individual and organizational goals across the organization
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills that support and enable sound decision making
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the Mainspring Conservation Trust mission
- A team member with flexibility and a sense of humor

Email cover letter, resume and three references to jobs@mainspringconserves.org using the subject line **LCM position** by midnight, Friday, March 17, 2023.