



Position Title: Land Protection Program Manager

Reports to: Executive Director

Position Summary

The Land Protection Program Manager manages the organization's land protection program and is responsible for land and conservation easement acquisition projects. The position represents the organization in conservation partnerships, writes and administers grant proposals in support of our work, and assists fundraising efforts as needed. The work of this position is accomplished independently and in a team environment through partnerships with other conservation organizations and government agencies.

Primary Duties and Responsibilities

Land Protection:

- Manage OCLT's land protection projects and initiatives aligned to OCLT's Land Conservation Plan and Strategic Plan.
- Manage all phases of land acquisition projects (fee simple, conservation easement, and agency assists) including: project evaluation; landowner outreach; cultivation and negotiation; coordination with conservation partners; conducting due diligence; drafting conservation easements and other contracts and agreements; coordination with legal counsel and OCLT staff; presenting to OCLT board and committees.
- Prepare or oversee the preparation of Baseline Documentation Reports, Current Conditions Reports, Land Management Plans, and other documentation as necessary.
- Conduct initial site visits, research and evaluate the conservation values of potential new land or conservation easement acquisitions.
- Assist with budget projections and seeking funding for land acquisition projects through grants, as well as public and private partnerships.
- Maintain GIS related data for OCLT, and produce maps using ArcGIS for land project analysis.

Conservation Partnerships:

- Represent OCLT in various local land use planning, watershed protection, and other conservation related groups and initiatives.
- Work collaboratively with partner conservation organizations and municipalities on our mutual conservation goals.
- Develop and maintain cooperative and constructive relationships with landowners, colleagues, and members of the public.

Administrative responsibilities:

- Prepare written and verbal reports to the OCLT Board of Directors.
- Serve as staff liaison on OCLT's Land Protection Committee.
- Maintain acquisition related files in accordance with OCLT's Records Policy.
- Ensure OCLT's land protection activities are in compliance with Land Trust Alliance Standards and Practices.

Required Skills and Qualifications:

- Any combination of education and work experience that provides an opportunity to acquire the knowledge and abilities described herein, which would commonly include:
 - Bachelor's or higher degree in environmental studies/sciences, natural resources, forestry, law, or related field;
 - 3 years of experience in land transactions with a demonstrated ability to successfully complete land protection projects.
- Demonstrated knowledge of real estate due diligence process for conservation transactions.
- Experience drafting conservation easements and other agreements for real estate transactions.
- Demonstrated ability to manage and organize multiple long term projects.
- Competency with computer software including Microsoft Office programs and GIS software including ESRI ArcGIS.
- Understanding of Land Trust Alliance Standards and Practices.
- Knowledge of natural history, ecology, and/or biology necessary to evaluate the conservation value of potential projects.
- Strong interpersonal skills, ability to cultivate relationships, diplomacy, and oral and written communication skills.
- Ability to navigate in the forest with map, GPS and/or compass, occasionally alone in remote locations.
- Ability to work independently and manage teams across multiple long-term projects.
- Strong written and verbal communication skills, including the ability to speak in front of groups.
- Ability to manage and organize multiple long term projects.
- Positive attitude when interacting with landowners and colleagues.
- Demonstrated ability to resolve disputes and find solutions to complete projects.
- Must possess a valid driver's license and be able to travel extensively throughout Orange County and the Hudson Valley.

Physical Requirements:

- Moderate travel in and around Orange County.
- Ability to traverse on foot off-trail over varied terrain.
- Frequently sits, speaks, reads, writes, and uses a computer keyboard.
- Occasional evening and weekend work.

This position is based at OCLT's office in New Windsor, NY.

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These activities include, but are not limited to, hiring and firing of staff, selection of board members, other volunteers, contractors and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, board members, other volunteers, contractors, and vendors.

Application Instructions: Please email cover letter and resume as PDFs to info@octl.org with “LAST NAME- Land Protection Program Manager” in the subject line. Application review starts Monday August 30, 2021. Open until filled.