



# Orange County LAND TRUST

**Job Title: Project Manager**

Location: Orange County, NY (with potential travel to Ulster County, Sullivan County, and New Jersey)  
Reports To: Executive Director and Director of Conservation

**About Orange County Land Trust:**

The Orange County Land Trust (OCLT) is a non-profit organization dedicated to protecting natural landscapes, watersheds, and working farms from the Hudson River to the Delaware River. With an expanding focus into Ulster County, Sullivan County, and New Jersey, OCLT is committed to protecting critical lands and fostering a strong connection between people and nature.

**Position Overview:**

The Project Manager will play a crucial role in advancing OCLT's land protection projects by ensuring that all aspects of project management and coordination are handled efficiently and effectively. The ideal candidate will have a strong background in project management, excellent organizational skills, and a passion for land conservation. This position requires the ability to manage multiple projects simultaneously, working closely with team members, landowners, and external partners to ensure timely and successful project completion.

**Key Responsibilities:**

- Project Coordination: Oversee the day-to-day management of land protection projects, ensuring that all tasks are completed on time and within budget.
- Stakeholder Communication: Serve as the primary point of contact for landowners, contractors, and partners, facilitating clear and consistent communication throughout the project lifecycle.
- Documentation & Reporting: Maintain accurate records of project progress, prepare regular status reports, and ensure compliance with all legal and regulatory requirements.
- Scheduling & Logistics: Coordinate site visits, meetings, and other logistics to ensure project milestones are met. This includes liaising with surveyors, attorneys, and other professionals.
- Problem Solving: Identify potential challenges or delays in projects and work proactively to resolve them ensuring projects stay on track.
- Budget Management: Assist in monitoring project budgets, ensuring that financial resources are allocated appropriately and effectively.
- Team Collaboration: Work closely with the OCLT team to align project goals with organizational objectives and contribute to overall project strategy.

**Qualifications:**

- Education: Bachelor's degree in project management, environmental studies, land use planning, or a related field.

- Experience: 4-6 years' experience in project management, land conservation, real estate, law, business or related field, including: negotiating complex agreements and closing deals; working with a wide range of people, such as landowners, corporate executives and government officials; being knowledgeable of current trends in real estate, finance and strategies in conservation and land protection; developing and managing multiple projects and timelines; working with computers, including database management.

**Skills:**

- Strong organizational and time management skills with the ability to manage multiple projects simultaneously.
- Excellent communication skills, both written and verbal.
- Proficiency in project management software and tools.
- Ability to work independently and as part of a team.

**Other Requirements:**

- Valid driver's license and ability to travel within the region as needed.
- Commitment to the mission of the Orange County Land Trust.

**Benefits Package:**

The Orange County Land Trust offers a generous benefits package including the following:

- 15 days paid vacation starting the first year
- 11 holiday days per year
- 12 days of sick leave/personal days per year
- Employees may enroll in the health plan after ninety (90) days of employment, the Land Trust pays a stipend towards premium cost for single coverage of full-time employees; dental coverage is offered and is paid for by employees
- Eligible for enrollment in a retirement plan after one full year of employment
- Training and professional development is encouraged

The Orange County Land Trust, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, gender identity, or military status, in any of its activities or operations. 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.

This position is based out of the OCLT's office in Cornwall, NY.

Starting Salary: \$58,000.00

**Application Instructions:** Please email cover letter and resume as a single PDF to [jobs@oclt.org](mailto:jobs@oclt.org) with "LAST NAME- Project Manager" in the subject line by September 30, 2024.