



Job Announcement
January 9, 2019

THE POSITION: Land Acquisition Program Manager (Russian River and Coast Region)
LOCATION: Santa Rosa, California
AVAILABILITY: January, 2019

About the Organization:

Sonoma Land Trust (SLT) (www.sonomalandtrust.org) is an accredited, nonprofit land trust with a staff of thirty-six and an annual operating budget of \$6 million. It works to keep the beautiful and varied rural landscapes of Sonoma County intact for future generations. Many properties acquired by Sonoma Land Trust are transferred to public agencies and other nonprofit organizations. To date, Sonoma Land Trust has protected over 50,000 acres. The organization works in partnership with the Sonoma County Agricultural Preservation and Open Space District and other public agencies and nonprofit organizations to accomplish its mission.

Position Summary:

The land acquisition program manager reports to the conservation director and works closely with SLT's land acquisition team to advance our conservation work in the Russian River watershed and along the Sonoma County coastline. This manager is expected to have a high skill set, confident in their ability to be a strong voice for the region, advocating program support to audiences both internal and external to SLT.

The land acquisition program manager is responsible for the management, planning, and implementation of an effective conservation program in the region. Responsibilities include developing and implementing conservation strategies, securing support and raising funds for the program and land acquisition projects, managing all transactional requirements to complete acquisition projects, and coordinating with multiple public and private conservation partners. This manager will coordinate with SLT's stewardship and community programs staff and provides appropriate supervision to land acquisition staff and consultants who assist with land protection tasks in this region.

Essential Duties and Responsibilities:

Conservation Planning, Policy Development and Community Participation (40%)

- Develop long-term conservation strategies and achieve strategic goals and objectives
- Build key partnerships with public and private organizations to develop and implement conservation strategies and objectives
- Participate in local, regional, and state policy funding efforts affecting land and water conservation
- Collaborate with SLT's stewardship, community programs and other departments to develop and implement community and landowner engagement strategies that consistently lead to high quality conservation projects with an engaged constituency

- Conduct outreach to landowners within identified conservation priority areas

Land Acquisition Projects (40%)

- Supervise and complete all aspects of fee and conservation easement acquisition projects, including landowner contacts, project evaluation, site visits, project budget, negotiation of transaction terms, due diligence, application processing, site visits, and closing. Coordinate projects with SLT stewardship staff, real estate professionals (e.g. lawyers, appraisers, and government land agents) and appropriate agencies, organizations and stakeholders
- Manage the screening and disposition process for properties proposed for donation to SLT
- Provide supervision for land acquisition project management staff working in this region

Fundraising (10%)

- Develop and maintain relationships with public and private funding organizations
- Secure necessary acquisition funds from public and private sources as needed to prepare conservation plans and implement acquisition projects
- Make program presentations to SLT donor gatherings occasionally that are coordinated by SLT's development team

Administrative Duties (10%)

- As a member of the acquisition team, contribute to ensuring that policies and practices meet current professional standards
- Assist with preparation of acquisition team strategic plans, annual work plans and budgets

Qualifications and Requirements:

- At least ten years of experience in conservation planning and land and water acquisition transactions, or equivalent combination of education and experience
- The ability to work effectively with a broad range of diverse groups as evidenced by excellent listening and communication skills, balanced and reasoned approaches to problems, ability to inspire trust and confidence, and flexibility and openness to differing points of view
- Demonstrated excellence in negotiating and closing complex conservation real estate deals
- Experience in developing and fostering relationships with diverse communities and organizations that support the development and advancement of equity and inclusion
- Experience in partnership development with non-profit organizations, community groups and government agencies
- Demonstrated success in securing funding from public agencies, foundations, individuals and other philanthropic sources
- A working knowledge of nonprofit tax and real estate law; and ability to read financial schedules and reports
- Practical and academic knowledge of natural resource issues (e.g. water, forestry, agriculture, land use, flora and fauna, wetlands restoration, etc.)
- Effective writing skills, including grant applications
- Experience with managing staff
- Skill in public speaking, and ability to represent SLT in a public forum
- Proficiency with computer applications and office systems. Knowledge of ArcGIS software a plus

- The ability to work flexible hours including weekends and occasional evenings

Schedule and Salary:

This is a full time, permanent position. Sonoma Land Trust offers competitive salaries and benefits. Salary for this position is contingent on experience and qualifications.

To Apply:

Please send a letter introducing yourself, a copy of your resume and contact information for three references as a single .pdf to staffing@sonomalandtrust.org. Please: no phone calls, drop-ins or paper.

Hiring Process:

Applications should be received no later than 5:00pm PT on February 1, 2019.

Sonoma Land Trust welcomes people of all backgrounds, identities, and beliefs to join us in achieving our mission to protect the land forever. We strive to build a diverse and inclusive culture of mutual respect, equal treatment and the opportunity to succeed.