



Job Announcement  
May 28, 2019

THE POSITION: Land Acquisition Project Manager  
LOCATION: Santa Rosa, California  
AVAILABILITY: June 2019

**About the Organization:**

Sonoma Land Trust (SLT) ([www.sonomalandtrust.org](http://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 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:**

As a member of the acquisition team, the land acquisition project manager works closely with regional program staff to support land protection (fee and conservation easement) projects throughout Sonoma County, with an emphasis on work within the Russian River watershed and on the Sonoma Coast. Primary responsibilities include evaluating potential conservation projects, drafting conservation easements, performing project due diligence, writing grants, complying with record-keeping standards, and managing other tasks essential to completing fee acquisition, title transfer and conservation easement transactions. Approximately 50% of the project manager's time will be dedicated to the Russian River watershed and the Sonoma coast.

**Essential Duties and Responsibilities:**

Project Management

- Respond to and track inquiries about potential conservation projects, providing landowners and other interested members of the public with information about SLT's acquisition program
- Manage all aspects of fee and conservation easement projects assigned by program managers
- Develop grant applications and administer contracts and grants for land acquisition projects
- Build cooperative, effective working relationships with partner agencies, landowners, funding agencies and foundations, local government, conservationists, policy makers, and planners
- Draft correspondence, memoranda and documents and coordinate with GIS staff in the development of appropriate maps and GIS data
- Perform title review and in-depth research of disclosure documents, property encumbrances, and various other duties related to due diligence
- Research and assemble information necessary for the preparation of regional conservation plans and strategies, including land ownership, land use patterns, resource values, legal and other issues related to conservation acquisitions
- Maintain consistent record-keeping and archiving for assigned projects
- Participate in organizational communications, fundraising and outreach efforts
- Assist with special projects as assigned

## Fundraising

- Develop and maintain relationships with public and private funding organizations
- Make occasional presentations on projects and programs for donor events that are coordinated by SLT's development team

## Administrative Duties

- 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:**

- A four-year degree in natural resources management, real estate or a related field and /or experience in resource management, business, non-profit management, fundraising, real estate, or a related field
- A minimum of two years' demonstrated experience in project management and/or conservation real estate transactions
- Demonstrated knowledge of real estate transactions, including appraisals, title work, due diligence, escrow instructions, closing principles, practices of land conservation, real estate and land use planning, and regulations and zoning
- Experience with securing and managing grant funding and contract management
- 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
- Understanding of emerging public policy issues affecting land use and land preservation, including habitat protection, water quality and quantity, sustainable agricultural and forest land management and climate change
- Experience in building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups and the general public
- Strong interpersonal skills including the ability to exercise initiative, good judgment and tact
- Effective writing skills, including grant applications
- Proficiency with computer applications and office systems
- The ability to work flexible hours including weekends and occasional evenings

## **Schedule, Salary and Benefits:**

This is a full-time permanent position with an hourly salary range of \$28.85-\$31.25. Working schedule will include some evenings and weekends. Benefits include: health insurance (medical, dental and vision), life insurance and long-term disability insurance. Retirement contribution after one year of service.

## **To Apply:**

Please send a letter introducing yourself, a copy of your resume and contact information for three references as a single .pdf to by **June 7, 2019** to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org). Please: no phone calls, drop-ins or paper.

## **Hiring Process:**

Job is open until filled. Applications will be reviewed and interviews scheduled in June 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.