



## Land Acquisition Project Manager (San Pablo Baylands) Position Announcement

**Job Title:** Land Acquisition Project Manager (San Pablo Baylands)  
**Reports to:** Land Acquisition Program Manager (San Pablo Baylands)  
**Status:** Permanent, Full-time, Non-exempt  
**Date:** June 2022  
**End Date:** July 23, 2022

---

Want to play your part in protecting our local communities from the impacts of climate change? Ready to roll up your sleeves to help achieve tangible results? Want to be part of a talented, deeply committed, and national award-winning conservation organization? Then please read on!

Sonoma Land Trust (SLT) is looking for a detail-oriented thinker to help develop and implement land acquisition and conservation easement projects.

SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

### **Overview**

The Land Acquisition Project Manager (San Pablo Baylands) will work with staff from the Acquisition and Stewardship departments to develop and implement Sonoma Land Trust's strategy for land protection and restoration in the San Pablo Baylands region of the San Francisco Bay Area and to provide administrative support to the Acquisition department.

Primary responsibilities include 1) implementing land protection projects in the San Pablo Baylands, including project tracking, due diligence, managing relationships with property owners and project partners, fundraising, project presentations, and contracts management and 2) managing the countywide project inquiry and evaluation process and supporting the Acquisition team.

In addition, the Land Acquisition Project Manager will represent Sonoma Land Trust in various public settings while coordinating conservation planning with partner organizations. The Land Acquisition Project Manager reports to the Land Acquisition Program Manager and does not supervise other staff; however, they may manage contracts, partners, and volunteers.

### **Primary Responsibilities**

#### **Project Management**

- Respond to and track inquiries about potential conservation projects countywide, providing landowners and other interested members of the public with information about Sonoma Land Trust's Acquisition Program
- Manage the countywide project evaluation process, including GIS analysis, map making, report writing, site visits and presenting to Acquisition and Stewardship staff
- Manage all aspects of fee and conservation easement projects assigned, focused in the San Pablo Baylands
- 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
- 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 acquisition projects and programs for donor events that are coordinated by SLT's development team

### **Administrative Duties**

- Coordinate weekly Acquisitions Team meetings and perform other administrative functions for the Acquisitions Team, as needed
- As a member of the Acquisitions Team, oversee and contribute to processes and practices to ensure that our policies and practices meet current professional standards
- Assist with preparation of Acquisition Team strategic plans, annual work plans and budgets

### **Essential Qualifications**

- A four-year degree in natural resources management, planning, real estate or a related field and /or equivalent experience in resource management, land use or environmental planning, non-profit management, fundraising, real estate or a related field
- 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, including ArcGIS Pro
- The ability to work flexible hours including occasional weekends and evenings

### **Preferred Skills and Experience**

SLT is open to candidates with diverse backgrounds, experience, and transferrable skills. We are looking for candidates with the following experience OR the ability to develop skills in each of these categories:

- Project management and/or conservation real estate transactions
- Real estate transactions including appraisal review, title work, due diligence, escrow and closing
- Implementation of the principles and practices of land conservation, real estate and land use planning, regulations and zoning
- Securing and managing grant funding and contract management
- Developing and fostering relationships with diverse communities and organizations that support the development and advancement of equity and inclusion
- Developing and fostering relationships and partnerships with non-profit organizations, community groups and government agencies
- Building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups and the general public
- Understanding of emerging public policy issues affecting land use and land preservation, including climate change, habitat protection, and water quality and quantity

**Schedule, Salary & Benefits**

Position is non-exempt, 40 hours per week.

Wages starting at \$30-\$32 per hour commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 year of service. Paid time off includes 15 paid holidays, paid vacation based on tenure and personal and parental leave in accordance with SLT policies and procedures.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working in a hybrid model. Some field work is required.

**About Sonoma Land Trust**

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 56,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit [sonomalandtrust.org](http://sonomalandtrust.org).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change and environmental justice in Sonoma County.

**To Apply**

Please email your resume and cover letter to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org).

**Sonoma Land Trust is an Equal Opportunity Employer**

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.