



## Land Acquisition Program Manager – Conservation Easements Position Announcement

**Job Title:** Land Acquisition Program Manager – Conservation Easements  
**Reports to:** Director of Land Acquisition

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 someone to lead our Conservation Easement Program and manage acquisitions projects through work with partners, colleagues, and private landowners that support our efforts in protecting biodiversity and creating a more resilient environment.

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 Program Manager leads SLT's conservation easement program (CE) through both the acquisition and stewardship phases and provides overall administrative and project management support to the Acquisitions Department. The Program Manager is the primary point of contact with CE landowners, collaborates on conservation easement acquisitions, manages approval and violation/enforcement work, maintains accurate records for each easement property and directs the easement monitoring program. SLT's easements are monitored annually by Stewardship Technicians and the Program Manager is responsible for training Stewardship Technicians.

The Program Manager maintains and builds positive relationships with conservation easement landowners (both original grantors and successor owners); collaborates with partner organizations; is the point of contact with legal counsel on conservation easement defense; and works closely with the Philanthropy and Communications teams and other SLT staff. In addition, the Program Manager oversees the countywide evaluation process for inquiries for land donations or sales and works with other program managers to complete land protection projects throughout Sonoma County, including project intake and due diligence.

### **Conservation Easement Program Management (30%)**

- Develop annual budget and work plan for CE stewardship program.
- Draft policies, reports, and provide organizational updates related to CE stewardship.
- Work with colleagues and attorneys to keep stewardship practices current and effective.
- Develop and maintain online CE database using Salesforce Locate software for all CE management recordkeeping purposes.
- Keep abreast of trends and initiatives to keep CE program positioned on the leading edge of land conservation.
- Represent SLT and make presentations to community groups and professional conferences (e.g. Land Trust Alliance Rally, California Coalition of Land Trusts Conference).

### **Conservation Easement Stewardship (30%)**

- Maintain records for each conservation easement, including tracking property statistics, ownership contact information, Baseline Documentation Reports, and monitoring reports.

- Train and oversee the work of the Stewardship Technicians for annual monitoring of CE/fee land properties.
- Research and develop new monitoring practices using technologies including the most recent GIS software, mobile devices, and GPS technology to collect data and create current maps for CE properties.
- Direct SLT's annual monitoring program and the newly established Landowner Relations Program that works to develop and maintain strong, collaborative relationships with conservation easement landowners and partnering organizations.
- Review and respond to notices and requests for approval related to reserved and restricted rights on each property as defined by the conservation easement.
- Manage all aspects conservation easement violations and requests for CE approvals, notices, and amendments, including field work, easement review and interpretation, working with legal counsel, negotiations with landowners and other parties, and thorough documentation of all aspects of the issue.
- Act as lead on and maintain SLT's Conservation Easement template document.

#### **Acquisitions Administration and Project Management (40%)**

- Manage the countywide project inquiry and evaluation process.
- Work with program managers to complete land protection projects throughout Sonoma County, including project intake and due diligence.
- Maintain relationships with property owners and project partners.
- Assist in fundraising, project presentations, and contracts management.
- Complete or manage contractor completion of comprehensive Baseline Documentation Reports for each conservation easement acquisition.

#### **Other Duties**

- Participate in various local, regional, state and national efforts related to CE and resource management.
- Work with SLT's Communications team to support and develop public outreach opportunities, newsletter articles, etc., related to conservation easements.
- Promote, coordinate, and participate in recreational activities such as hikes, stewardship work parties, environmental education, and member events.
- Other duties as assigned or necessary.

#### **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.
- Proficiency with ArcGIS and experience with GPS field units.
- Demonstrated work experience with conservation easements, land use law, and land conservation.
- Professional writing skills including preparing grant applications.
- Skill in public speaking and ability to represent SLT in public forums.
- Creativity and problem-solving skills are essential, as are curiosity, independence, and the ability to work as a cooperative member of a team.
- Demonstrated proficiency with Microsoft Word, Excel, and PowerPoint.
- Ability to work occasional weekends or after business hours.
- Must be able to hike over steep and rugged terrain.
- A valid driver's license.

#### **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:

- Developing and fostering relationships with diverse communities and organizations that support the development and advancement of equity and inclusion.

- Building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups and the 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**

This position is full time, 40 hours per week (exempt status).

Salary starting at \$98,100, commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 year of employment. 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 fieldwork 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 57,000 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 [the Sonoma Land Trust website](#).

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. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

### **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.