



Land Acquisition Program Manager II Position Announcement

Job Title: Land Acquisition Program Manager

Reports to: Director of Land Acquisition

Ready to apply your skills and interest in land acquisition, habitat protection and restoration, project management and regional planning? Want to be part of a talented, deeply committed, and national award-winning conservation organization?

Sonoma Land Trust (SLT) is looking for a person with experience in managing a portfolio of real estate transactions that have resulted in the protection and stewardship of land, water, and biodiversity. SLT's 2028 Strategic Plan identifies land and water protection targets for each region of Sonoma County to help us adapt and respond to climate change and meet ambitious conservation goals like California's 30x30 program. The Program Manager will work with colleagues who are experts in the San Pablo Baylands, the Mayacamas Mountains, the Russian River, and the Sonoma Coast as a real estate transaction specialist. This person will work throughout the County on a wide variety of transaction types and purposes, bringing their skills to some of SLT's most challenging and rewarding 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 Program Manager's areas of focus include managing a portfolio of acquisition projects, collaborating with staff on the intake and evaluation process for inquiries from landowners and partners, coordinating the department's role in re-accreditation with the Land Trust Alliance, and serving as staff lead for researching, disseminating and adopting best practices and emerging conservation tools.

Primary Responsibilities

Land Acquisition Projects (65%)

- Develop strong rapport and relationships with local landowners and community leaders.
- Supervise and complete all aspects of fee and conservation easement acquisition and disposition projects including landowner contacts, project evaluation, site visits, project budget, negotiation of transaction terms, due diligence, application processing, site visits, and closing.
- Coordinate project review with SLT staff, real estate professionals (lawyers, appraisers, surveyors, biologists) and appropriate agencies, organizations, and other partners.
- Provide mentoring and collaboration for Stewardship staff working on acquisition projects.
- Serve as a resource for staff related to real estate issues on SLT Preserves and easements such as lot line adjustments, encroachments, and easement enforcement activities.

Administrative Duties (25%)

- Manage the screening, evaluation and disposition process for properties proposed for inclusion in the SLT portfolio.
- As a member of the acquisition team, contribute to ensuring that our policies and practices meet current professional standards and accreditation requirements.

- Research, disseminate and adopt best practices and emerging conservation tools to inform and improve our ongoing acquisition work.
- Assist Land Acquisition Director with preparation of team strategic plans, annual work plans and budgets.
- Track strategic plan progress for acquisition department reporting.
- Coordinate SLT's re-accreditation with the Land Trust Alliance in collaboration with other departments.

Fundraising (5%)

- Collaborate with Public Policy and Funding Manager and Philanthropy team to 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 that are coordinated by SLT's Philanthropy team.
- Assist with realty-related philanthropy opportunities such as bequests, donations and life estates.

Other Duties (5%)

- Participate in various local, regional, state and national efforts related to land conservation and natural resource management.
- Work with SLT's Marketing and Communications team to support and develop public outreach opportunities, newsletter articles, etc., related to conservation projects.
- Promote, coordinate, and participate in donor tours, board tours, site visits with relevant public agencies and member events related to acquisition projects.
- Other duties as assigned or necessary.

Essential Qualifications

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:

- 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.
- 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 experience in negotiating and closing complex conservation real estate deals.
- A working knowledge of nonprofit tax and real estate law; ability to draft legal and technical documents.
- 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.
- Practical and academic knowledge of natural resource issues (e.g. water, forestry, agriculture, land use, flora and fauna, wetlands restoration, etc.).
- Understanding of emerging public policy issues affecting land use and land preservation, including climate change, habitat protection, and water quality and quantity.
- Effective writing skills, including grant applications.
- Skill in public speaking, and ability to represent SLT in a public forum.
- Creativity and problem-solving skills are essential, as are curiosity, independence, and the ability to work as a cooperative member of a team.
- Proficiency with computer applications and office systems such as Microsoft Word, Excel, and PowerPoint. Knowledge of ArcGIS software a plus.
- The ability to work flexible hours including occasional weekends and evenings.
- A valid driver's license.

Schedule, Salary & Benefits

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

Salary starting at \$100,200, 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.

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.