



Title and Classification: Land Conservation Legal Manager
This is a full-time, exempt position based in Chadds Ford, PA

Reports to: President

Primary Duties:

The responsibilities for the manager include essential paralegal duties such as legal research/due diligence, drafting legal documents, working with donors and attorneys, risk assessment and record retention.

The individual in this position is responsible for providing legal support for NALT's attorney and staff while managing real estate aspects of conservation easement and fee title transactions. They are well organized and results-oriented, can manage a high volume and diversity of projects. They will operate efficiently and in a professional manner. They can work cooperatively in a small office setting with staff, donors, contractors, and Board members to accomplish the strategic goals of the Trust.

Summary of Job Responsibilities:

- Maintain an acute awareness of active project status, and track and communicate project status changes to the team on a weekly basis.
- Regularly initiate communication with landowners, their advisors, and other stakeholders to obtain necessary due diligence information i.e. title commitment, deeds, surveys, etc.
- Draft and/or proofread legal documents, agreements, contracts, deeds, title reports, correspondence, etc.
- Coordinate with mapping department to ensure accuracy of property and conservation easement boundaries; supervise preparation of final Exhibits necessary for conservation easement deeds (surveys and written legal descriptions).
- Help maintain donor and project database in both electronic (Salesforce/Locate) and hard copy for all project files.
- Organize and coordinate meetings, including final easement/document review; participate in regular staff, planning and project meetings.
- Assist with organizational and legal compliance i.e. solicitation licenses, insurance portfolio, annual audit, contemporaneous acknowledgment letters, Form 8283, etc.
- Assist with the final assembly and presentation of the Baseline Documentation for conservation easements.
- Assist with special projects and general office tasks as needed.

Essential Qualifications and Skills:

- 5+ years of related work experience with a law firm or in-house legal department preferred.
- Paralegal certification (Real Estate Paralegal/knowledge of conservation easements is preferred).
- Strong work ethic and organizational skills.
- Initiative and ability to work independently, ability to prioritize.
- Effective communication skills, both written and oral.
- Ability to manage a high volume and diversity of projects, and complete multiple tasks associated with these projects while maintaining attention to detail.
- Customer oriented focus.
- Enthusiastic about new assignments – will occasionally be asked to do assignments not specified in the job description.
- Notary certification or ability to become certified.
- High level of proficiency in Microsoft Word, Excel, and Outlook.

Additional Preferred Skills:

- Knowledge of Salesforce
- Knowledge of Everlaw
- Experience with online prospect/donor research tools

Professional Development (dependent upon candidate's proficiency):

- Opportunity to learn about conservation biology through review of Baseline Documentation, Initial Site Visit Report and Conservation Management Plans.
- Opportunity to assist with fundraising.
- Training and networking opportunities provided through attendance at statewide and national conferences, as well as webinars.
- Attend workshops, webinars, and regional/national conferences with a goal of networking with other Land Trust staff.
- Opportunity to participate in special events at NALT's public preserves.

This full-time position offers excellent benefits. The salary is commensurate with experience and skills and estimated to be in the range of \$50,000 to \$65,000 annually.

North American Land Trust (NALT) is a 501(c)(3) nonprofit land conservation corporation (or organization), recognized by the Internal Revenue Service as a "qualified organization" to receive and steward gifts of land and conservation easements under IRC Sections 170(h).

Since 1992, the North American Land Trust has completed more than 560 projects protecting over 137,000 acres across 23 states.

NALT is an equal opportunity employer and does not discriminate on the basis of a person's race, color, religion, gender, sexual orientation, national origin, age, disability or genetic information.

Please send resume and cover letter to info@nalt.org