

	Land Protection Project Manager
Department	Conservation
Reports to	Senior Director of Land Protection
FLSA	Exempt
Position Summary	<p>The Land Protection Project Manager will join the Natural Lands’ Land Protection team, which is engaged primarily in land and conservation easement acquisitions. The Land Protection Project Manager will work with land protection and planning staff, department leadership and other departments and will complete all, or portions of, each land protection project as assigned. This position will also work with and on behalf of municipal clients to assist in open space ballot referenda promotion and development, as well as in support of municipal open space priorities including both fee and easement acquisition. Additional duties include grant and report writing and compilation, GPS data collection, baseline development, and meeting logistics.</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Responsible for land and conservation easement acquisition project requirements: <ul style="list-style-type: none"> ○ Drafting proposals ○ Reviewing and negotiating sales contracts with landowners and legal counsel ○ Oversight and review of due diligence: <ul style="list-style-type: none"> ▪ Title insurance ▪ Survey ▪ Environmental assessment ▪ Appraisal ○ Reviewing and negotiating conservation easements with landowners and legal counsel ○ Drafting conservation easement baseline documentation reports ○ Grant composition and administration ○ Client communications, including attendance at project and public meetings • Assist other program managers as time and necessity warrants; • Administrative and clerical functions; and • Special projects as assigned.
Qualifications	<p><i>Technical</i></p> <ul style="list-style-type: none"> • Bachelor’s Degree in ecology/biology, planning/landscape architecture, or a related field, with five to seven years’ work experience in land conservation and/or planning, or a Master’s Degree with three years’ work experience; • Knowledge of land transactions; • Experience using Microsoft Office programs; and

	<ul style="list-style-type: none"> • Additional skills desired, but not required: <ul style="list-style-type: none"> ○ Working knowledge of common mid-Atlantic plant assemblages. ○ Experience using ArcGIS Desktop and ArcGIS Online. ○ Field experience with GPS equipment. <p><i>Personal</i></p> <ul style="list-style-type: none"> • Strong written and verbal communication skills; • Ability to successfully handle multiple projects simultaneously; • Good organizational skills and attention to detail; • Willingness and ability to assist and work with a wide variety of people; • Self-starter capable of working independently with minimal supervision; • A demonstrated enthusiastic and positive attitude; and • A passion for land conservation and providing quality service.
Physical Requirements/ Working Conditions	<ul style="list-style-type: none"> • This is primarily an office-based position, requiring frequent sitting for long periods, with occasional periods of walking, standing, bending and reaching. • The position is hybrid with a minimum of two days a week in office. However, during training more in-office time may be necessary. • The position requires use of the computer and the telephone and handling large, printed materials. • The position occasionally requires work at outdoor sites and attendance at off-site meetings, including driving and walking and standing on uneven terrain. • This position requires a valid driver's license and reliable vehicle.
EEOC Statement	<p>Natural Lands is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.</p>