



Conservation Project Manager

September 2017

Location: Based in Pinedale, Wyoming with opportunity to split time between Pinedale and Jackson, WY

Supervisor: Director of Conservation

Work Schedule: Full time (37.5 hours/week)

Salary: DOE

Application Deadline: November 12, 2017

The Jackson Hole Land Trust (JHLT) is a private, non-profit organization that was established in 1980 to preserve open space and the critical wildlife habitat, magnificent scenic vistas, and historic ranching heritage of Western Wyoming. By working cooperatively with the owners of the area's privately owned open lands, the Jackson Hole Land Trust has ensured the permanent conservation of over 55,000 acres in and around Jackson Hole and the Greater Yellowstone Area, including Fremont and Sublette counties.

Position Description/Responsibilities: The Project Manager assists the Director of Conservation in the completion of conservation easement transactions and offers support to the stewardship program as needed. He or she will work closely with the Director of Conservation and other conservation staff. Key responsibilities include:

- Conservation Easement Transactions
 - Provide recommendations to the Director of Conservations regarding potential conservation easement projects and available funding
 - Negotiate with landowners for conservation easement acquisition and determine most beneficial structure for all parties
 - Develop and propose transactional budget
 - Present conservation easement proposals to the Director of Conservation and the Board of Directors
 - Identify and submit grant proposals for conservation easement funding
 - Conduct due diligence for transactions
 - Draft conservation easement documents in coordination with Director of Conservation, Stewardship Manager and legal
 - Work with Stewardship staff to schedule and complete baseline inventories
 - Close conservation easement transactions
- Program development/outreach:

- Promote JHLT within northwest Wyoming
- Assist Director of Conservation with regional conservation planning process and priority project identification
- Make recommendations to, and provide support for, the Director of Conservation regarding conservation planning and new conservation easement opportunities.
- Build and maintain relationships with community leaders, partner organizations and landowners
- Seek out potential community conservation projects and present to Director of Conservation and President
- Represent JHLT at partnership, outreach and community meetings, as directed
- Administrative
 - Create electronic and physical project files according to JHLT record keeping policies
 - Respond to general inquiries from conservation buyers, realtors, members of the public and other land trusts
 - Coordinate and track board approvals of land protection projects in accordance with JHLT policies and bylaws
 - Draft or proofread memos, correspondence and transactional documents
 - Assist the Director of Conservation as needed
- Stewardship:
 - Accompany Stewardship Staff on annual conservation easement monitoring visits, as needed
 - Provide other stewardship support, particularly in Sublette County, as needed
- Fundraising and Communication support, as needed:
 - Review, edit, and contribute to JHLT conservation program correspondence and outreach materials
 - Provide Development department with information on and maps of conservation projects for solicitations, grant proposals and other materials
 - Represent the JHLT and its conservation program to donors and other members of the public at fundraising events and other activities

Qualifications:

- Bachelor degree in resource management or conservation related field with at least one year of related or transferable experience
- 2+ years of real estate transaction experience
- Ability to develop work plans, project budgets and manage projects.
- Strong verbal and written communication skills
- Strong organizational and interpersonal skills
- Desire and talent to work both as part of a team and independently motivated
- Basic knowledge of conservation easements as a conservation tool a plus

- ArcGIS skills a plus
- Knowledge of sustainable agricultural/ranching practices a plus
- Knowledge of Wyoming water law a plus

**** Application:** Please send cover letter and resume to lizlong@jhlandtrust.org. No phone calls please.