

Columbia Land Conservancy, Inc.

Job Description

Position Title: Director of Conservation Programs

Position Status: Full-time/Exempt

Reports to: Executive Director

General Position Summary: This senior-level position oversees CLC's land conservation programs and the management of CLC's public conservation areas (PCAs), and participates in a senior management team in guiding and implementing organizational goals.

Essential Functions:

- **Management:** Works in partnership with the Executive Director and land protection staff to develop project goals, priorities and budgets for CLC's conservation easement, land acquisition, farmland access, community engagement and PCA programs. Supervises CLC's land protection team. Plays a leadership role in organizational management, and provides guidance on development and implementation of organizational and program goals, policies and procedures.
- **Conservation Easement Projects and Conservation Easement Stewardship:** Oversees all aspects of CLC's conservation easement and easement stewardship programs, including project development and implementation; conservation easement stewardship activities; easement landowner relationships; program work plans; review of project-related materials and land planning; policies and procedures; project invoicing; archiving/record-keeping. Supervises easement project and stewardship staff.
- **Farmland Protection and Access Program:** Works in partnership with the Deputy Director of Conservation Programs to think strategically about CLC's farmland protection and access efforts and to develop program goals and priorities.
- **Land Transactions and Community Programs:** Manages real estate transactions that include fee acquisitions, conservation easement donations, and land sales associated with the Tradeland Program. Works cooperatively with CLC staff to assist communities, State and local agencies and other conservation partner organizations to maximize land protection impact in Columbia County. Supervises and assists CLC staff working with community leaders in identifying and developing appropriate land use planning tools and strategies and to assist communities in identifying and implementing public conservation projects.
- **Public Conservation Area (PCA) Program:** Oversees Public Lands crew. Works with staff to develop budgets, program goals, management plans and maintenance schedules for CLC's PCAs. Ensures CLC's public lands are managed to balance responsible land/habitat management practices with public access and enjoyment. Reviews existing PCA needs and assesses future capacity to develop long-term strategy for maintaining and operating a growing portfolio of sites.

- **Outreach & Community Relations:** Represents CLC to the public; serves on various boards and committees to further CLC's mission; develops partnerships and relationships with other conservation professionals engaged in the community; and conducts outreach to and cultivation of local legislators and local government leaders.

Qualifications:

- Bachelor's degree in applicable field; advanced degree in planning, environmental science, forestry, law or related field strongly preferred. Considerable prior experience and training may be substituted.
- Minimum of six years of experience in land use planning and/or conservation transactions (both conservation easements and fee acquisitions), including working on complex projects with multiple stakeholders, and handling difficult and high-level easement stewardship issues.
- Successful fundraising grant solicitation and experience.
- Personnel management or team leadership experience. Strong people management skills and the ability to organize and motivate others.
- Exceptional interpersonal communication skills, including ability to represent CLC well to our partners, members, and the public. Strong team-building and relationship-building skills, with the ability to interact effectively with diverse personalities across political, social, and economic spectrums. Positive and pleasant demeanor, yet persistent in achieving results.
- Strong familiarity with Land Trust Alliance *Standards and Practices*.
- Outstanding time management and organizational skills, excellent written and verbal skills, strong attention to detail, articulate public speaker, ability to juggle a variety of tasks and projects simultaneously, and basic computer skills.
- Strong commitment to, and knowledge of, forestry, agriculture and habitat management, in addition to facilitation skills and implementing community-based conservation.
- Must be willing to attend an average of one evening meeting per week and work one weekend day per month.

Physical Demands: Outdoor work generally involves visits to properties and the ability to hear and see to interpret landscapes and natural features. The hikes through properties may or may not have developed trail systems and occasionally consist of steep terrain. Driving to sites requires use of personal vehicle. Ability to carry equipment up to 20lbs. Normal office duties as performed at a desk (may require long periods of sitting and computer typing).

Work Environment: Approximately 80% indoor office work and 20% outdoors. Office work is primarily sitting at a desk with a computer or in meetings. Most travel is within the county with occasional travel within the region and beyond for meetings, conferences, and trainings.