



Inland Northwest Land Trust

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www.inlandnwlandtrust.org

Conservation Director Job Description

Inland Northwest Land Trust (INLT) seeks a Conservation Director to lead its land protection program in eastern Washington and northern Idaho. Responsibilities include originating and executing complicated projects to protect wildlife habitat and natural open spaces; managing all land trust real estate transactions; identifying conservation priorities; overseeing stewardship of all trust-owned and eased conservation lands, including supervision of the stewardship coordinator; and serving as ambassador for the land trust.

Job Responsibilities:

In collaboration with INLT's Executive Director, Land Protection Committee, Board, and legal counsel, the Conservation Director is responsible for INLT's land protection program. Specifically the Conservation Director will:

- Manage all INLT real estate transactions from start to finish, including preparing transaction documents, reviewing documents drafted by other parties, and taking charge of INLT's interactions with landowners, their agents and advisors, INLT's legal counsel, title companies, surveyors, lenders, etc.
- Perform in-house review of title, survey, environmental and other due diligence materials, arrange for review by INLT's legal counsel, and draw counsel's and Board's attention to any staff-noted areas of concern.
- Evaluate the conservation values of lands suggested for INLT protection.
- Initiate, research, and develop new land protection projects, then present them to INLT's Land Protection Committee and Board. (E.D. also has responsibility for some land protection projects, but may seek Conservation Director's assistance to prepare written proposals.)
- Ensure that INLT provides capable stewardship of all owned and eased conservation lands, with the assistance of the E.D. and Stewardship Coordinator, by:
 - preparing (or supervising the preparation of) adequate baseline documentation for all newly protected lands;
 - overseeing the annual monitoring of eased lands and the maintenance of adequate monitoring records;

Protecting the natural lands, waters, and working farms and forests of the Inland Northwest for the benefit of wildlife, our community, and future generations.

- maintaining good communication and cooperative relationships with owners of all eased lands;
 - tracking and responding to easement-related notices, approval requests, and potential enforcement challenges; and
 - assisting E.D. as needed to provide capable management of INLT-owned conservation lands
- Maintain good working relationships with a variety of local, state, regional, national, and tribal conservation partner organizations and agencies to bring together people, projects, and resources.
 - Manage INLT involvement in conservation partner projects as needed. (E.D. will take the lead on some partner projects.)
 - Track the progress of all INLT land protection projects and maintain INLT's land protection records and reference materials, both digital and physical, and its Acres Protected statistics and display maps.
 - Act as the primary staff liaison to INLT's Land Protection Committee.
 - Make periodic reports and presentations to INLT's Board on conservation projects and on the progress of INLT's land protection work.
 - Help to develop INLT's conservation strategies based on GIS mapping and analysis, the principles of conservation biology, and the needs of the communities in which we work.
 - Help to set and meet annual protection goals using conservation easements, land acquisitions and other methods and tools.
 - Educate interested landowners, their professional advisors, and community leaders about conservation options, both one-on-one and through public presentations.
 - Assist INLT's Director of Development and Communications as needed by writing and/or editing newsletter articles and press releases about land protection projects.
 - Assist with overall efforts to promote and sustain the land trust, including occasional work on outreach and fundraising.

Requirements:

- Three years of experience in land conservation or transactional real estate, including demonstrated experience negotiating agreements and managing complex projects from start to finish

- A combination of experience and expertise in natural science, forestry, land-use planning, or real estate transactions. Master's degree preferred.
- Car and valid drivers license
- Physical ability to hike rough terrain
- Field skills, including the proficient use of a map, compass, and GPS unit
- Computer skills including Internet Explorer, Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe Acrobat, PhotoShop, digital topographic maps, and GIS
- Excellent speaking, writing, presentation, and telephone skills
- Excellent organizational, analytical, and time management skills
- Flexibility concerning work schedule to accommodate occasional evening and weekend meetings, events, and outings
- Discretion in working on confidential projects
- Tact and a sense of humor in working with a diverse array of colleagues and landowners

Salary and Benefits:

Salary range \$35,000 to \$40,000 DOE. The job includes benefits, travel reimbursement, and training. Benefits include group medical insurance (INLT pays portion of premium), life and disability insurance, and vacation time. This is a full-time, salaried, exempt position based in Spokane. Reports to the Executive Director.

To Apply:

Applications reviewed as received; position open until filled. Target start date early to mid-April.

Please send a cover letter, résumé, two letters of reference/recommendation, and answers to the following questions. No more than 200 words per question.

1. What is your conservation ethic and why do you care about “preserving and protecting the natural lands, waters, and working farms and forests of the Inland Northwest”?
2. What is your experience working or volunteering for, or collaborating with community groups, other non-profits, government agencies and/or tribes?

3. What do you consider your most important knowledge and skills that qualify you to assume the job responsibilities of this position, and how did you acquire them?
4. Please give an example of a transaction or project you have taken charge of from start to finish.

Mail complete application to:

Conservation Director Search
Inland Northwest Land Trust
35 West Main Avenue, Suite 210
Spokane, WA 99201

Or email to: colivier@inlandnwlandtrust.org and also mail a hard copy

No faxes or calls to the office, please.

Inland Northwest Land Trust was founded in 1991. We are a non-profit organization that works with willing private landowners to protect the natural lands, waters, and working farms and forests of the Inland Northwest for the benefit of wildlife, our community, and future generations. We currently have a 13-member Board, five full-time paid staff and many members and volunteers supporting our work. Our service area includes Spokane, Stevens, Pend Oreille and Lincoln Counties in eastern Washington, and Kootenai and Bonner Counties in northern Idaho.

INLT is an equal opportunity employer.