

Land Protection Manager Position Description



Overview:

Reporting to the Executive Director, the Land Program Manager is charged with leading the planning, coordination, management, and execution of all facets of DCLT's land program. General duties include assisting in the identification of and overseeing the execution of land purchases, conservation easements, and land donations. The Land Program Manager possesses genuine enthusiasm for land preservation and has enhanced knowledge and experience with real estate transactions and a proficiency in real estate, tax, and conservation law. This position requires a working knowledge of conservation biology (conservation strategy) and of the basic tenants of land restoration and management. Strong interpersonal and communication skills are needed to build confidence with landowners and to motivate and direct staff. Strong people-leadership, delegation skills, and the ability to be a team-player are required. The position necessitates strong time-management and the ability to prioritize activities and tasks. Must have an adequate knowledge of basic computer programs needed to conduct work, including Microsoft Office Suite and ArcGIS software.

Specific Duties:

1. Land Protection (80%):

- a. In partnership with the Land Team and Land Policy Committee, identify land acquisition and protection projects that help fulfill the mission of the Door County Land Trust.
- b. Execute and oversee the completion of approved land acquisition and protection projects including negotiating land purchases, completing land donations, overseeing the negotiation, and writing, interpreting, and enforcing conservation easements.
- c. Work closely with program staff on Land Acquisition Grants that are critical to funding the protection of DCLT's priority acquisition tracts.
- d. Develop and maintain meaningful contacts with landowners within Door County Land Trust project areas.
- e. Participate in activities that build relationships with other conservation organizations and state and federal agencies.
- f. Provide guidance in developing a proactive communication and outreach program for our conservation easement landowners.

2. Management, Personnel and Planning (20%):

- a. Supervise and oversee the day-to-day work of DCLT's Land Program staff.
- b. Ensure the development of annual land program plans and goals.
- c. In partnership with the Land Team and Land Protection Committee, develop, monitor, and revise the "Priority Land Planning for Project Areas" initiative and other areas of the strategic plan as it pertains to the Land Program.
- d. Assist in the development of individual Land Management Plans for DCLT preserves.

- e. Oversee the development and maintenance of the Landscape database and land file records.
- f. Work in partnership with the Chair of the Land Policy Committee (board committee) in coordinating, preparing for and documenting the oversight work of this committee.
- g. Work closely with the grants and fundraising team to match potential sites and projects with funding partner priorities.
- h. Oversee land program material development for Board of Director meetings.
- i. Assist in the creation of newsletters, PR, kiosk, and other educational materials as assigned.

Location: The position will be based out of the Door County Land Trust office in Sturgeon Bay.

Start Date: Jan 2023 (flexible)

Work Schedule:

Full-time, flexible schedule.

Compensation:

This is a full-time position with potential for professional growth. Annual salary commensurate with experience and includes competitive benefits. Salary range is \$58,000 – \$63,000. Health, life, and long-term disability insurance, retirement contributions, and paid vacation and sick time.

Qualifications:

- Must have strong organizational skills and attention to detail
- Experience with land deals, real estate transactions, property assessments and appraisal processes are required.
- Ability to communicate scientific and technical concepts in speech and writing
- Strong interpersonal skills and a collaborative attitude in team settings
- Ability to self-start and work independently
- Outstanding record-keeping and document management skills
- Bachelor's degree in an environmental or natural resources program or a related field AND at least 5 years' relevant work experience, advanced degree and/or additional relevant work experience with a land trust a plus
- Demonstrated skills in project management
- Demonstrated skills in managing staff, delegating, and prioritizing tasks
- Knowledge of conservation planning, general ecology, and WI natural systems preferred
- Experience with ArcGIS, GPS, and utilizing databases

Application Requirements:

Submit a cover letter, resume, and contact information for at least two professional references by **October 14, 2022**.

Kindly submit your application package as a single pdf file to:
careers@doorcountylandtrust.org. No phone calls please.

Door County Land Trust

The Door County Land Trust (DCLT) is a 35-year-old non-profit conservation organization whose mission is to preserve and protect Door County's exceptional lands and waters forever. Door County is part of the peninsula that extends 70 miles into Lake Michigan northeast from Green Bay, Wisconsin and includes several islands. It is an extraordinarily beautiful landscape that includes orchards, bays and harbors, boreal and hardwood forests, the Niagara escarpment, and a large internationally recognized wetland area.

Since the DCLT's inception in 1986, it has worked to preserve, maintain, and enhance lands that contribute significantly to the scenic beauty, open space, and ecological integrity of Door County. In pursuit of this mission, the organization has earned a reputation as one of the Midwest's premier conservation organizations. It has worked with scores of landowners to protect over 8,800 acres of fields, forests, farmlands, wetlands, and shoreline.