



JOB ANNOUNCEMENT: CONSERVATION PROJECT MANAGER
September 2019

The Monadnock Conservancy, a nonprofit conservation land trust serving the Monadnock region of southwestern New Hampshire, seeks qualified candidates for the full-time position of Conservation Project Manager to join a staff of nine in our Keene, N.H., office. The Conservation Project Manager works alongside and under the leadership of the Land Protection Director, performing similar duties to advance the goals of the land protection program.

Founded in 1989, the mission of the Monadnock Conservancy is to work with communities and landowners to conserve the natural resources, wild and working lands, rural character, and scenic beauty of the Monadnock region. We care for our conservation lands, and we engage people in ways that strengthen their communities and their connections to the land. Every year, we help conserve hundreds of acres of the forests, farms, wildlife habitat, trails, and waterways that define our region's unique rural character. As the first land trust in New Hampshire to be accredited by the Land Trust Accreditation Commission (in 2008), we have protected more than 21,000 acres in 28 towns since 1989, and we deliver a host of recreational and educational programs throughout the year.

The successful applicant will demonstrate strong communication skills, attention to detail, and a proven track record of project management and fundraising achievement.

Core objectives

- To increase organizational capacity to solicit, develop, and complete conservation easement and fee-land acquisition projects in our 39-town service area by managing all phases of acquisitions. Direct measures of success include increased number of projects completed and increased overall organizational efficiency of project completion.
- To increase organizational capacity to manage and complete land protection projects and programs of increasing complexity, including projects requiring extensive and diverse fundraising, and in particular farmland conservation and "community conservation" projects and programs. Direct measures of success include fundraising effectiveness and increased public visibility of Monadnock Conservancy projects and programs.

Specific responsibilities

- Researching and carrying out all phases of land protection projects, from initial outreach and landowner negotiation through supervision of appraisers, surveyors, and other consultants
- One-on-one guiding and educating of landowners about conservation options
- Conducting fieldwork to identify and document conservation values, and basic GIS analysis and mapmaking of the same
- Office research, including deed research and other due diligence

- Drafting and negotiating conservation easement and fee deeds and other legal documents
- Partnering with municipal conservation commissions and open space committees on developing new projects, raising local private and municipal funds, and increasing community support for conservation
- Project fundraising, including grant research and writing to federal, state, and private funders, and some major donor fundraising in collaboration with other staff
- Serving as a co-staff liaison with the Lands Committee of the Board of Trustees
- Developing targeted new projects in priority areas, often by contacting landowners who had not yet considered conservation options
- Planning and delivering educational workshops and presentations to partners, colleagues, municipalities, and lay audiences
- Planning and leading interpretive hikes and other outdoor events for funders, partners, and the general public
- Representing the organization on local boards and coalitions focused on conservation, agriculture, or other related topics, as opportunities arise

Minimum qualifications

- 2-5 years prior experience in land conservation transactions (including deed drafting) or project management in a related field
- Self-starter, with ability to work independently and a passion for initiating new projects and programs
- Ability to manage multiple complex projects and relationships
- Excellent oral and written communications skills, especially letter writing; ability to explain complicated concepts to a variety of audiences
- Record of successful fundraising for land conservation or similar fields, especially grant writing
- Proficiency in Microsoft Office and the Windows operating system
- Compassionate, trustworthy, and confident demeanor
- Confidence in negotiations and with new relationships
- Personal passion for land conservation and its importance to human quality of life
- Appreciation for the importance of diverse community engagement and broad public support in successful land conservation
- Open, critical, and humble mind; respect for opposing viewpoints
- Resourcefulness, self-initiative, drive, and ability to work both independently and collaboratively
- Patience, positive attitude, and sense of humor

Desired qualifications

- Applied knowledge and appreciation of Land Trust Alliance Standards and Practices

- Proficiency in current ArcGIS software versions, including basic map-making and analysis
- Skilled in field navigation, including proficiency with compass and GPS
- Functional understanding of New England natural history and ecology

Working conditions and physical requirements

Work will be based out of the dog-friendly Monadnock Conservancy office in Keene, with time in the field visiting landowners and assessing properties, including traversing rough, uneven terrain in all weather conditions. Dependability and regular in-office attendance are mandatory. Occasional coverage of evening and weekend events and meetings may be required (average 2-4 days per month). Regular local travel and a personal vehicle are required.

Compensation

This position is full-time and salaried. Compensation range is \$55,000-\$60,000/year, commensurate with experience. Benefits include group health insurance, retirement plan eligibility, and employer-paid term life and disability insurance.

To apply

The position is open until filled, with a target start date of January 6, 2020, or sooner. Send a resume, cover letter, and three professional references **by October 25, 2019**, to cpmsearch@MonadnockConservancy.org. Questions will be accepted at this address.

The Monadnock Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote, and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disabilities, or veteran status. www.MonadnockConservancy.org