



Lake Champlain Land Trust

Position: Land Protection & Stewardship Coordinator

(40 hours/week)

Background:

Lake Champlain Land Trust is a dynamic regional, private, non-profit organization founded in 1978 by a group of concerned citizens to conserve the islands, lakeshore, and natural areas of Lake Champlain. Working together with local communities in both Vermont and New York, the Lake Champlain Land Trust has saved more than 10,000 acres across the Lake Champlain watershed.

We have worked with landowners and our partners to safeguard public parks, sandy beaches, hiking trails, canoe and kayak access points, and wildlife habitats, including over 20 miles of shoreline. The Land Trust's focus is to protect Lake Champlain's water quality, to conserve the farms, forests, and shorelands of the Champlain Valley, to preserve and restore ecologically significant areas, and to insure access to Lake Champlain's natural treasures for thoughtful low-impact recreation. As one of the first 17 land trusts in the country to be certified by the national Land Trust Accreditation Commission, we are committed to excellence for the long-term.

Position Details:

LAND PROTECTION

The Land Protection & Stewardship Coordinator will be responsible for coordinating the successful oversight and general management of our land conservation and stewardship programs. Essential functions include, but are not limited to:

- Work closely with the Executive Director to prepare and implement land protection strategies, negotiate donations and purchases of conservation easements and fee simple lands, draft appropriate documents, and coordinate landowner outreach and correspondence.
- Coordinate complex land conservation transactions, map project design, create conservation criteria worksheets and other materials for board review process, and generate budgets and timelines in collaboration with the Land Protection Team.
- Draft, review and edit pledge agreements, conservation easements, deeds, purchase and sale contracts, and other land-related legal documents in collaboration with the Land Protection Team.
- Hire, manage, and coordinate contractors and other professionals throughout the land conservation process (title reports, appraisals, surveys, environmental assessments, etc.)
- Cultivate relationships with landowners and other stakeholders (in person or by other methods) throughout the process. Coordinate with landowners, contractors, funders, and partners to ensure land conservation projects are completed in a timely manner.
- Research funding sources and draft technical grant applications to fund conservation projects. Support relevant fundraising activities, particularly those related to conservation projects and stewardship activities.
- Cultivate landowners and solicits charitable gifts of conservation easements, land, appreciated assets and money in coordination with other staff; works with the Executive Director to enhance program funding and overall organizational effectiveness.
- Maintain and update all land protection and stewardship project files including in-office, off-site, and digital records storage.

STEWARDSHIP

- Oversee all aspects of the conservation easement and fee simple stewardship program, including the link between conservation easement language, organizational capacity, and the long-term conservation goals of the Lake Champlain Land Trust.
- Conduct and/or coordinate annual monitoring and associated reporting, working with interns and volunteers as needed.
- Actively expand relationships with external constituents including landowners, other conservation organizations, community groups and government entities. Partner with other public and private entities, as appropriate, for mutual benefit to accomplish the Lake Champlain Land Trust's mission.
- Create, update, and maintain management plans for all parks and natural areas owned or managed by the Land Trust.
- Coordinate and lead teams of volunteers and interns in restoration, maintenance, and trail work.
- Document and assess the ecological health of natural areas.
- Suggest, coordinate and lead the implementation of active restoration and habitat management activities on our conservation projects within the Land Trust's organizational capacity.
- Create maps and conduct other activities that improve the efficiency and success of the Lake Champlain Land Trust stewardship program.
- Handle confidential information with grace; adhere to related organizational policies.
- Develop new systems to increase organizational effectiveness and efficiency.
- Other duties, as assigned by the Executive Director.

Office Management and Administration:

- Cross-train in key tasks with other staff to serve as a "back up" as needed and ensuring a well run office where all staff are able to conduct other activities as needed.
- Assist with preparation of materials, presentations, and letters and other tasks as requested.

Professional Qualifications:

- A commitment to the communities of Lake Champlain and serving the greater public interest via land conservation is a must. Demonstrated ability to listen to landowners, community members, and partners and to devise responsive, thoughtful solutions to funding and programmatic needs as part of a collaborative team.
- BA/BS in related field required.
- At least 3 years of demonstrated experience in land conservation project development and conservation easement stewardship, including growing a land conservation program, is preferred.
- A record of accomplishment in an entrepreneurial, problem-solving, service-oriented environment.
- Ability to communicate and respect highly sensitive and confidential information with ease. Outstanding oral, written, listening, and interpersonal communications skills. A demonstrated ability to customize outreach to meet different constituencies.
- Demonstrated ability to manage and prioritize diverse activities as part of a collaborative team required.
- Desire to learn and apply new concepts quickly.
- Ability to function well as part of a team.
- Proficiency with Microsoft Office Word /Excel/ Powerpoint required. Proficiency with ArcMap a plus.
- Demonstrated ability to pay attention to detail and emphasize accuracy required.
- Ability to multi-task and provide strategic decision making in a team setting.
- Must be able to work under pressure with great humor, grace, and professionalism.

- Strong writing and communication skills required. Proven ability to research, innovatively create solutions, and produce concise reports for various audiences. Excellent ability to balance the delivery of programs against the realities of a limited budget while incorporating problem solving, creative and strategic resourcefulness skills.

Personal Characteristics:

Candidate must be a team player and detail oriented with a passion for excellent customer service. Must possess excellent communication and people skills, and be a self-starter. Demonstrated enthusiasm and commitment for land conservation required. Knowledge and experience with the communities on the Vermont and New York sides of Lake Champlain are desirable. Must have current drivers license, own a vehicle, and be willing to work occasional weekend events.

Additional Information:

Resumes reviewed **beginning May 21, 2018** and position open until filled; **please no phone calls**.

Position is **40 hours per week**, scheduled between 9 a.m. and 5 p.m., Monday through Friday.

Compensation: Competitive salary commensurate with experience and pro-rated benefits (vacation, holidays, & sick days).

Administrative Support: Very limited. The individual in this position must be prepared to handle his/her own correspondence, filing, and record keeping.

Supervision: Reports directly to Executive Director

Supervises: Contractors, technical advisors, interns and volunteers as needed.

Location: The Lake Champlain Land Trust office is in the historic train station on the Lake Champlain waterfront in Burlington, Vermont.

To apply: Submit cover letter describing your interest and qualifications, your resume, two writing samples, three references, and salary requirements to **info@lclt.org** or mail to: **Lake Champlain Land Trust, One Main Street, Suite 205, Burlington, VT 05401.**