

Bear-Paw Regional Greenways  
Land Protection and Stewardship Specialist Position Description  
March 7, 2018

Working with the Executive Director, the Land Protection and Stewardship Specialist is one of two people responsible for completing real estate transactions for the organization to fulfill its role as a land trust. Principal outcomes are generally land and conservation easements acquired by gift and purchase. The Specialist occasionally negotiates and manages Bear-Paw's sale, exchange, or transfer of other real estate, and acquisitions on behalf of municipalities and other conservation organizations. The Land Protection and Stewardship Specialist oversees Bear-Paw's conservation easement and land monitoring program.

Specific tasks include presenting potential projects to the Executive Director and the Land Protection Committee, preparing and tracking project budgets, soliciting project-related funding, drafting legal documents, coordinating multiple parties, and completing key steps post-closing. The Land Protection and Stewardship Specialist also supervises conservation easement and land monitors and assists with outreach and education activities, as needed. The position requires evening and weekend work at times, hiking alone and safely in sometimes remote, rugged terrain for up to a full day, and solo visiting with landowners on their property. The Specialist must be comfortable and enjoy working alone or with small groups.

#### Core Objectives

- To increase organizational capacity to solicit, develop, and complete conservation easement and land acquisition projects in Bear-Paw's eleven-town service area by managing all phases of acquisitions.
- To increase organizational capacity to manage and complete land protection projects of increasing complexity, including projects requiring extensive and diverse fundraising.
- To increase organizational capacity to manage and complete conservation easement and land monitoring.
- To assist the Executive Director with compliance with Land Trust Alliance (LTA) Standards and Practices.

#### Specific Responsibilities

- Fielding new project inquiries by telephone and in person, including property research and landowner education
- Guiding landowners through land conservation transactions
- Conducting fieldwork to identify and document conservation values, including basic GIS analysis and mapmaking
- Office research, including deed research and other due diligence
- Overseeing project consultants and partners, including surveyors, attorneys, appraisers, and conservation colleagues
- Drafting and negotiating deeds, conservation easement 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 projects
- Preparing baseline documentation reports
- Overseeing Bear-Paw's conservation easement and property monitoring program
- Assisting with the preparation of property stewardship plans and management
- Drafting and reviewing policies and procedures, consistent with LTA Standards and Practices
- Assisting with outreach and education activities

#### Skills

- well-organized, articulate, creative, and motivated
- strong interpersonal skills, including oral and written communications
- diplomacy and negotiations
- strong attention to detail
- ability to master technical information
- ability to work on teams as well as independently with minimal supervision
- proficiency with computers, common software applications such as Word and Excel, GPS, and GIS
- basic knowledge of natural history, ecology, biology, forestry, natural resources, environmental sciences, or other related field
- experience in land conservation and/or real estate transactions
- experience volunteering and working with volunteers

#### Qualifications

A bachelor's or equivalent degree with two (2) or more years related experience

#### Terms of Employment

This is a 12-month 50%-100% time staff position (subject to negotiation) funded through grants and membership development.