



## CONSERVATION PROJECT MANAGER

Location: Based in Lake George/Bolton Landing, NY

Supervisor: Executive Director

Work Schedule: Full time (37.5 hours/week)

Salary: DOE

Application Deadline: November 30, 2017

**Position Description/Responsibilities:** The Project Manager assists the Executive Director in the completion of conservation transactions and offers support to the stewardship program as needed. He or she will work closely with the Executive Director and other staff.

Key responsibilities include:

### Conservation Easement Transactions:

- Assist Executive Director in assessing potential conservation projects; including property visits, landowner interaction, and creating project files for conservation projects
- Develop and propose transactional budget including any available grant or foundation funding and financial strategies for completing conservation projects
- Identify and submit grant proposals for conservation project funding
- Conduct due diligence work for transactions
- Draft documents for conservation transactions in coordination with the Executive Director and outside counsel
- Coordinate with Land Steward to complete baseline documentation reports (BDRs) and management plans

### Program development/outreach:

- Promote LGLC in the Lake George Watershed
- Assist the Executive Director with conservation planning process and priority project identification
- Build and maintain relationships with community leaders, partner organizations and other land trusts
- Seek out potential conservation projects and present to Executive Director
- Represent LGLC at partnership, outreach and community meetings, as directed

### Administrative:

- Create electronic and physical project files in compliance with LGLC record keeping policies and Land Trust Alliance Standards and Practices

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- Respond to general inquiries from conservation buyers, realtors, members of the public and other land trusts
- Coordinate and track board approvals of land protection projects in accordance with LGLC policies and bylaws and Land Trust Alliance Standards and Practices
- Assist the Executive Director as directed

### **Stewardship:**

- Accompany Stewardship Staff on annual conservation easement monitoring visits, as needed
- Provide other stewardship support as needed

### **Fundraising and Communication support, as needed:**

- Review, edit, and contribute to LGLC conservation program correspondence and outreach materials
- Provide Development staff with information related to conservation projects for solicitations, grant proposals and other materials
- Represent the LGLC and its conservation program to donors and other members of the public at fundraising events and other activities

### **Qualifications:**

- Bachelor degree in resource management or conservation related field with at least three years of related or transferable experience
- Knowledge of ArcGIS
- Knowledge of Forestry or other natural resources preferred
- Strong verbal and written communication skills required
- Strong organizational and interpersonal skills required
- Desire and talent to work both as part of a small team and independently motivate
- Basic knowledge of conservation easements as a conservation tool a plus
- Real estate transactional experience a plus; otherwise must be willing to learn
- Knowledge of land trusts, Land Trust Alliance Standards and Practices, and Accreditation a plus
- Knowledge of and passion for the Lake George area and/or the Adirondack Park a plus

\*\* Application: Please send cover letter and resume to [cwells@lglc.org](mailto:cwells@lglc.org). No phone calls, please.

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