

## Grand Traverse Regional Land Conservancy

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Position Title: **Land Protection Assistant**

Date: February 28, 2019

Updated:

Reports To: Director of Land Protection

Position Status: Full-time, Term

Position Objective: The Land Protection Assistant, will assist with evaluating and completing all types of land conservation projects. The position will focus primarily on supporting the Director of Land Protection and Land Protection Specialists, but also to develop the necessary skills to become a Land Protection Specialist.

Job Summary: The Land Protection Assistant works closely with other land protection staff to conduct all phases of conservation easement, Conservancy land acquisition, and community-assist projects. Additionally, the Assistant will research and prepare grant applications, landowner outreach, and project recordkeeping.

### Essential Duties and Responsibilities:

- Assist with all phases of Conservancy land acquisition, conservation easement, and community-assist projects. This includes, but is not limited to:
  - Respond to landowner inquiries regarding potential projects;
  - Coordinate title work, appraisals, surveys, environmental assessments and other contractors, as necessary;
  - Assist with field evaluation of projects and preparation of baseline documentation reports;
  - Prepare draft land protection documents including, but not limited to: disclosure and gift acknowledgement letters, conservation easements, options to purchase, purchase agreements, and federal applications; and,
- Collaborate with Conservancy staff and other professionals to support land protection projects;
- Assist Farmland Protection Specialist with administration of the Regional Conservation Partnership Program;
- Undertake outreach to priority landowners;
- Intake of phone and e-mail inquiries from landowners regarding potential land protection projects;
- Work with fundraising staff to obtain public and private funding for land preservation projects and general operations;
- Research and write grant applications and assist with grant administration;
- Assist with project record-keeping in Salesforce Database;
- Review and disseminate information to the Land/Stew team regarding public grant funding opportunities.

- Develop, maintain and strengthen working relationships with various communities, private businesses, non-profit organizations, and government agencies.
- Other duties as assigned by the Director of Land Protection
- Collect data and produce maps using ArcGIS software in support of land protection and fund development initiatives

Supervisory Responsibilities: none

Work Environment: 40 hours/week, primary weekdays; some weekend and evenings

Physical Factors: Work both indoors and outdoors. Outdoor work often requires hiking in rough terrain and at times in inclement weather.

Conservancy will provide: employee cost-share cell phone; mileage

Training, Education and Experience:

- Bachelor's degree in natural resources, land planning or related field.

Competency or position requirements:

- A demonstrated ability to be a proactive self-starter
- Strong negotiation, verbal and written communication skills.
- Strong organizational skills with a commitment to accurate and detailed work products.
- A passion for conservation, and a willingness to work with people from diverse backgrounds to advance the Conservancy's mission.
- Ability to build relationships, and to serve effectively as a face for the Conservancy with landowners and to the broad community.
- Working knowledge of, and experience in, the application of GIS technology and ArcGIS software and relevant products.
- Rudimentary plant and wildlife identification skills are preferred