

Land Protection Coordinator or Manager Position Available

Availability: Permanent, 20 – 30 hours/week. Position available immediately
Reports to: Director of Land Protection
Location: Fort Bragg, CA Office or Inland Mendocino County (Home/Remote work)

JOB SUMMARY

Mendocino Land Trust (MLT) is looking for a Land Protection Coordinator or Manager who is passionate about land conservation and is interested in growing with our organization. If the position is filled at the coordinator level, it is expected that the coordinator will advance to manager within 12-24 months.

This position will primarily be focused on working in collaboration with landowners of farms, ranches, vineyards, and working forests in inland Mendocino County to conserve their lands with conservation easements. The position is a combination of fostering connections in the inland Mendocino County agricultural community and transactional work involved with documenting and completing conservation easements and other conservation projects. The position will also work to facilitate tribal land return projects and agricultural conservation projects to facilitate access to farm land for small farmers, minority and women farmers, and other disadvantaged groups. At the 30 hour/week level, the position may also assist with advancing new inland public access projects and updating existing conservation easement documents. This position reports to the Director of Land Protection and is part of MLT's Land Protection Team.

Job duties include intake of projects, speaking directly with landowners and key constituents, completing drafts of agreements, grant applications, purchase contracts and conservation easements, and participating in organizational fundraising and outreach activities.

Candidates must be able to work independently and as part of a team in a variety of settings, including outdoors, shared office space and remotely. Excellent writing and interpersonal skills are key. The position involves frequent travel within Mendocino County and requires a driver's license and ability to walk in rugged outdoor terrain.

ABOUT MENDOCINO LAND TRUST

MLT is a nonprofit conservation land trust operating throughout Mendocino County and beyond, which includes all areas of Mendocino County plus work in the Eel River watershed in Lake County. The mission of the Mendocino Land Trust is to conserve and restore habitat, scenic areas and working lands while also providing public access to beautiful places.

We work diligently to:

- Preserve our land for its scenic and recreational values
- Build trails so that people can have a direct connection to beautiful landscapes
- Protect and restore waterways and forests which provide critical wildlife habitat

- Preserve family farms and ranchlands for generations to come
- Ensure the conservation of the lands we have protected in perpetuity

ABOUT THE POSITION

This is a flexible 20-30 hours/week position - we are seeking the right candidate and will consider schedules with a minimum of 20 hours per week. While our main office is based in Fort Bragg, California, the ideal candidate will have deep connections in inland Mendocino County and within the agricultural community and will be focused on working in inland Mendocino County. We are flexible as to whether the position will involve remote work from an inland Mendocino County location (which would require traveling to the Fort Bragg office at least 1-2 times per month), or work out of our Fort Bragg office (which would require traveling inland at least 1-2 times per month). This position involves having the ability to visit property owners in the inland Mendocino County area frequently.

DUTIES AND RESPONSIBILITIES

- Work with agricultural landowners to assess their conservation goals and funding needs.
- Conduct initial project assessments by gathering key property information and analyzing the conservation values of land.
- Draft Conservation Easements and assist with the creation of Baseline Documentation Reports.
- Coordinate site visits, appraisals, and meetings with key stakeholders.
- Cultivate positive working relationships with agricultural landowners, partners, and neighbors.
- Assist with project development and lead the preparation of grant proposals.
- Fulfill grant requirements, provide progress reports, and provide administrative support with grant invoicing.
- Provide reports to the Board of Directors on current and upcoming projects.
- Work with the Director of Land Protection and Executive Director to evaluate and prioritize potential conservation projects, including initial screenings, site visits, and resource assessments.
- Ensure transactions adhere to Land Trust Alliance Accreditation Standards.
- Land acquisition project due diligence, record-keeping, and managing other tasks essential to completing and closing fee acquisition and conservation easement transactions.
- Represent MLT within the community through a presence at local and statewide meetings and coalitions regarding policy and funding efforts affecting land and water conservation.
- Build cooperative, effective working relationships with partner agencies, local officials, and funders that will lead to meeting strategic conservation goals.
- Assist the Board and Staff of MLT in keeping current on conservation trends, easement drafting guidelines, and stewardship trends.

Position Requirements:

- Ability to work independently in a home office or remote environment and complete assignments using online tools and software.
- Ability to self-organize and work effectively within a budget.
- Strong writing and editing skills (letters to landowners, grant applications, conservation easements, reports to funders, etc.).
- Ability to prioritize assignments, meet deadlines and maintain attention to detail in a fast-paced environment.
- Strong interpersonal skills, including the ability to exercise initiative, good judgment and tact.
- Driver's license and ability to travel within Mendocino County on Mendocino Land Trust business.

Additional Preferred Skills and Abilities:

- Proficiency with G Suite, MS Office, and Zoom. Familiarity with ArcGIS or Google Earth Pro is helpful.
- Ability to attend organizational fundraising events, hikes, outreach activities and other events that may be scheduled on weekends and evenings.

Preferred Education and Experience:

- Any combination of college degree and work experience that would fulfill the knowledge and experience listed in this job description is acceptable.
- Previous experience with rural real estate transactions, easements, and grant funding is a plus.
- Experience working with a nonprofit organization or public agency in natural resource conservation or land use planning.
- Three years of relevant work experience is strongly preferred.
- Experience with working lands and strong inland Mendocino County connections with agricultural landowners.
- Experience in building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups and the general public.
- Ability to read maps and drive a 4WD vehicle is a plus.

TO APPLY

Please submit a cover letter and resume to admin@mendocinolandtrust.org. This position is open until filled.

Mendocino Land Trust offers competitive salaries and benefits dependent on hours assigned. The hourly wage for this position is \$24-\$32/hour, contingent on experience and qualifications.