



JOB DESCRIPTION

Job Title: Director of Conservation

Status: Exempt

Reports To: Executive Director

Position Summary: Responsible for the successful acquisition and effective stewardship of conservation easements and related real estate transactions

Primary Duties

Land Protection

- Assist with conservation committee and board review of new easements
- Lead the creation of baseline documentation reports for new easements
- Maintain and update materials relevant to the easement acquisition process
- Ensure all easements are monitored on an annual basis in conjunction with other staff
- Review landowner requests collected by stewardship staff ensuring timely response from the board and staff
- Audit and maintain Landscape Records and maintain files according to Land Trust Alliance Standards and Practices

Management

- Manage and provide guidance for the Conservancy's acquisition and stewardship staff
- Ensure any fee simple properties owned by the Conservancy are managed according to best management practices and Land Trust Alliance Standards and Practices
- Manage the Conservancy reaccreditation process with the Land Trust Alliance
- Manage interns to assist in the completion of projects relevant to the Conservancy's mission

Strategic Planning

- Stay abreast of industry trends to identify opportunities for growth and threats to avoid
- Ensure compliance with legal and ethical standards in all conservation activities
- Lead conservation planning, outreach, and analysis for new conservation leads in priority areas
- Develop budgets for conservation program in conjunction with Executive Director

Outreach

- Participate in and lead conservation initiatives and collaborations with regional conservation organizations
- Lead and participate in outreach events to landowners and the broader community
- Cultivate relationships with community members and foster a culture of philanthropy

Grant Writing and Management

- Actively seek and lead efforts on grant funding for project and staff support
- Lead progress and reporting on secured grants

- All other duties as assigned by the Executive Director

Minimum Educational & Experience Requirements

- Bachelor's degree in Environmental Science, Natural Resource Management or related field
- Master's degree (preferred)
- Proven work history working in land conservation
- Valid driver's license

Minimum Skill Requirements

- Advanced knowledge of conservation practices and principles including but not limited to agriculture, forestry, conservation biology, or similar fields
- Managerial experience
- Strong understanding of real estate transactions and conservation finance
- Exceptional negotiation skills
- Proven ability to work independently
- Effective and professional verbal and written communications including editing
- Exceptional interpersonal and collaboration skills
- Familiarity with the Land Trust Alliance Standards and Practices
- High level of organization with the ability to successfully manage multiple projects
- Proficiency with ArcGIS (preferred)

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position

- Frequent long-distance (1-3 hours) automobile travel throughout the Shenandoah Valley
- Frequent travel to various sites, including remote or rugged areas
- Frequent walking over uneven terrain during site visits or property assessments
- Frequent remaining in a stationary position, particularly, but not limited to, at a computer
- Frequent visual review of electronic and print documents
- Frequent repetitive use of hands/arms; particularly concerning typing, writing, phone & computer use
- Continuous communication: verbal and written, in-person, phone and electronic

Work Environment

- Office environment and field work in outdoor environments
- Exposure to outdoor elements in locations throughout the region
- Exposure to varying terrains including remote and rugged areas