



Land Project Manager

32 hours per week

Reports to Land Program Manager

Founded in 1996, the Methow Conservancy is an accredited, nonprofit land trust inspiring people to care for the land in the rural Methow Valley of North Central Washington State. In our 30 years, we have grown to be a trusted partner in the Methow Valley community, having protected more than 12,000 acres of incredible wildlife habitat, fertile soils, and scenic views. In addition to our land protection work, we offer a robust array of natural history-based and land-care educational programs designed to help residents and visitors dig in and learn more about this amazing Valley.

Our work is grounded in three strategic areas: Protecting Healthy Land and Water, Connecting People to the Land, and Supporting Local Agriculture. We believe in the principles of community conservation and that we must see our work in the broader context of our community's needs and with diverse perspectives and voices at the table. We acknowledge that this beautiful place is the homeland of the Methow People, who were displaced and forcibly relocated by the US Government in the late 1800's. As we move forward in our conservation work, we strive to do better to consult with and include the Methow People, who remain active and present in the Valley.

We believe that loving a place like the Methow Valley means actively taking care of the land and each other. We are enthusiastically launching our search for our next team member to help carry our mission forward.

We seek a Land Project Manager who:

- **Shares a Passion for Our Mission** – Everyone associated with the Methow Conservancy believes deeply in the need for working with our community to care thoughtfully for the land. We come to our work with energy, enthusiasm, optimism, and a healthy dose of humility, acknowledging that we all still have much to learn. We embrace the opportunity to remain open-minded and curious.
- **Wants to be a Team Player** – We strive to be a cohesive team – within the Staff, between the Staff and the Board of Directors, with the Landowners we have the privilege of working with, and with other Community Partners. We seek a Land Project Manager who enjoys working as a part of a team, who takes satisfaction in collaboration, who understands that sometimes being on a team means being flexible and adaptable, and who is community-minded and will help us see how to always work better at engaging our community.
- **Pays Attention to All the Details** – Land transactions are complex. We need a Land Project Manager who can juggle all the details, follow our well-established systems, and who cares about getting the little (and big) things right. We need someone who is reliable.
- **Is a Self-Starter** – Our team likes to make things happen and get good work done. While the person in this role will be mentored by the Conservation Director and Land Program Manager, we also need someone able to move projects forward without too much

management or oversight. We seek someone who likes to take on responsibility and who envisions themselves in a future leadership position.

- **Understands Real Estate Transactions** – The day-to-day work will involve deep dives into real estate transactions, including conservation easements, fee simple purchases, land use, and natural resource issues. We also work closely with federal and state agencies and understanding real estate/conservation transactions in this context will be important.
- **Values Building Relationships** – Whether connecting with landowners interested in protecting their land or working with our Board committees or funding partners, our Land Project Manager needs to value building strong relationships grounded in trust. We seek someone who knows how to work with our partners and be a good partner, and is comfortable navigating complex issues with landowners and the public
- **Clearly and Transparently Communicates** - We seek a good listener. We value integrity and honesty.
- **Finds Joy in Our Work** – We strive to ensure our important work is also fun. We seek a team member with a sense of humor, creativity, and a desire to not just find satisfaction but also to find joy in our work.

What You'll be Doing:

A successful Land Project Manager will work closely with our Conservation Director and Land Program Manager to help meet conservation goals. Duties include but are not limited to:

- Managing land protection projects, including conservation easements and amendments, land purchases, and land donations. Ensuring that all land transactions follow the Methow Conservancy's Land Policies and working with legal counsel to ensure that all transactions follow the rules and regulations established by the IRS, the Land Trust Alliance, and the State of Washington.
- Working with our Conservation Team (stewardship and land program staff) to assess the conservation merits of properties.
- Negotiating and drafting conservation easements and associated agreements.
- Conducting due diligence, including title review and environmental assessments, and record keeping associated with each land project.
- Working with landowners, appraisers, surveyors, the County and other outside consultants critical to land transactions.
- Supporting stewardship staff with questions and issues related to conservation easements, including easement interpretation and helping to review and resolve potential violations.
- Assisting staff members with fee-owned land management and conservation easement responsibilities, including restoration site visits and assistance with monitoring as needed.
- Working on own or with other staff members to seek grant funding for land conservation.
- Drafting leases, contracts, MOUs, and other similar documents.
- Coordinating as necessary with other team members to assist with public relations, communications, and educational activities related to our conservation projects.

What You'll Bring:

- BA/BS and three or more years' experience in land trust work or closely related conservation work, or equivalent combination of education and experience.
- Preferred: law degree or master's degree in natural resources-related field.
- Experience managing multiple projects and timelines.
- Experience negotiating complex agreements.
- Experience with principles of land acquisition, ideally conservation easements and conservation real estate transactions.
- Excellent communications skills and an ability to communicate with diverse audiences.
- Commitment to land conservation and a desire to work with private landowners to create lasting conservation legacies in a small rural community.
- Attention to detail and ability to work collaboratively.
- An interest in professional growth and supporting senior staff with complex land and water issues.

The Methow Conservancy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed, as an organization, to furthering our understanding of the issues of equity in our work and to adjust our policies and practices to promote inclusion.

Compensation and Benefits: \$33-43 per hour DOE @ 32 hours/week. Paid vacation plus 11 paid holidays, health insurance provided for employee, 3% retirement match in Simple IRA.

Location: This is a place-based position in the Methow Valley.

To Apply:

Please send a cover letter, resume, and list of three references. Your cover letter should address why this particular opportunity interests you, which aspects of this job profile especially speak to you, and why you care about conservation in the Methow Valley.

Please email your materials to sarah@methowconservancy.org.

If email is not an option for you, you can mail your materials to:

Methow Conservancy
PO Box 71
Winthrop, WA 98862

We will begin review of applications on **June 21st**. Our selection process will include:

- Review of written applications by our internal hiring committee.
- Invitation for a select number of candidates to participate in an interview with our hiring committee (may be conducted in person or via Zoom).
- Invitation for finalists to interview and meet the rest of our staff.

We will keep the position open until we find our next Land Project Manager.