



## **Conservation Easement Manager**

32 hours per week

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 26 years, we have grown to be a trusted partner in the Methow Valley community, having protected more than 10,000 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 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 we call home is the homeland since Time Immemorial of the Methow People, who were forcibly removed from the Methow Valley in the 1880s. As we move forward in our conservation work, we strive to do better to consult with and include the Methow People where appropriate and possible.

We believe that loving a place like the Methow Valley means actively taking care of the land and each other.

### **Our Conservation Easement Manager is someone 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, and we embrace that 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. Our Conservation Easement manager enjoys working as a part of a team, takes satisfaction in collaboration, understands that sometimes being on a team means being flexible and adaptable, and is community-minded and will help us see how to always work better at inclusively engaging our community.
- **Pays Attention to All the Details** – Conservation easements and human relationships are complex. Our Conservation Easement Manager can juggle all the details, follow our well-established systems (and help to build new ones), and cares about getting the little (and big) things right. They are reliable.
- **Is a Self-Starter** – Our team likes to make things happen and get good work done. While we provide mentoring and support for this role from other team members, we also need

someone able to move projects forward without too much management or oversight. Our Conservation Easement Manager likes to take on responsibility.

- **Understands the Land Trust Alliance's Standards and Practices and the Needs of our Public Funding Partners** – The day-to-day work involves ensuring that we are always meeting the Land Trust Alliance's detailed Standards and Practices for conservation easements, including monitoring, violations, stewardship planning, restoration activities, discretionary consent, amendments, and documentation. Many of our conservation easements are also funded through public funding programs that have their own requirements. Our Conservation Easement Manager will understand these requirements and ensure our systems meet these expectations. While experience with these Standards and Practices is not required, being able to learn about them and then implement them on the job will be necessary.
- **Values Building Relationships** – Whether connecting with landowners with conservation easements or working with our Board committees or funding partners, our Conservation Easement 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.
- **Clearly and Transparently Communicates** – Our Conservation Easement Manager is a good listener. We value integrity and honesty. We know that our good relationships with landowners and Community Partners relies on clear, transparent and timely communications.
- **Finds Joy in Our Work** – We strive to ensure our important work is also fun. We hope all of our team members have a sense of humor, creativity, and a desire to not just find satisfaction but also to find joy in our work.

### **Job Duties:**

*A successful Conservation Easement Manager will work closely with our Conservators, Conservation Committee, and fellow staff members to ensure our conservation easement program thrives and meets our conservation goals. Duties include but are not limited to:*

### Conservation Easement Monitoring and Conservator Relations

- Oversee all annual monitoring, monitoring documentation, Conservator correspondence, and data management for all Methow Conservancy conservation easements and for any conservation easements held by other entities with whom we provide monitoring services under contract.
- Complete detailed, thorough, accurate, and timely annual monitoring reports for all conservation easements and fee-owned conservation properties. Maintain conservation easement related files in accordance with Methow Conservancy Records Policy.
- Complete annual reporting to the agencies that fund the purchase of conservation easements as required.
- Ensure compliance with conservation easements, covenants, and stewardship plans for each easement property.
- Manage process with staff and Conservation Committee as necessary for identifying potential easement violations. If necessary, coordinate communications with our CE Defense Insurance provider, Terra Firma.

- Manage process with staff and Conservation Committee as necessary for Conservator requests for exercising rights.
- Build long-term, positive relationships with our Conservators whenever possible. Help the Methow Conservancy be seen as a responsive partner who can help.
- As appropriate, create and implement key educational opportunities for conservation easement owners and opportunities to create a sense of community among conservation easement owners.
- Ensure future generation Conservators are informed about their conservation easements and that they understand the Methow Conservancy role in supporting them as landowners.
- Provide Conservation Team with perspectives on conservation easement amendment requests.
- Oversee process for requests for restoration projects from third parties on conservation easement properties.

#### Conservation Easement Development

- Assist Conservation Team staff in identifying and developing potential conservation easements as necessary and provide support to the Senior Ecologist for any Baseline Documentation or Stewardship Plans as requested.

#### Team Work

- Assist other staff members with fee-owned land management.
- Participate in Conservation Committee, keeping the Board apprised of conservation easement issues.
- Support the organization's volunteer efforts as needed.
- Coordinate as necessary with other team members to assist with public relations, communications, and educational activities related to our conservation projects. Assist with other community-building events as necessary – Cider Squeeze, Methow Mixer, etc.
- Assist with office visitors and callers with a willingness to talk about the mission and work of the Methow Conservancy as needed.
- Assist with administrative and office responsibilities as needed (e.g., willing to help with post office delivery, office maintenance efforts, etc.).

#### **Qualifications:**

- Bachelor's degree.
- Excellent communications skills and an ability to communicate with diverse audiences.
- Love for the Methow Valley's community, agriculture, wildlife, habitat and landscape.
- Attention to detail and ability to work collaboratively.

OR:

- Any combination of education and experience providing the knowledge sufficient to perform thoroughly and accurately the job duties described above.
- NOTE: The Conservation Easement Manager will need to be able to walk on uneven ground for an extended period of time in variable weather. In addition, a valid driver's license, reliable vehicle, and current car insurance are also required as the job does involve driving to conservation easements, often on dirt roads, throughout the Methow Valley. We will pay mileage reimbursement at the current federal government rate for miles driven in a personal vehicle for work.

*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:** \$25-30 per hour @ 32 hours/week. Paid vacation plus holidays, health insurance provided for employee, 3% retirement match in Simple IRA program.

**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](mailto: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 January 23rd. Our selection process will include:

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