

**Position: Conservation Project Manager**  
**Classification: Full Time (40 hrs/week)**  
**Location: Mount Shasta, CA**  
**Compensation: \$28.00 - \$33.00/hour DOE**  
**Deadline: March 29, 2024**



Are you an energetic, detail-oriented person who is passionate about land conservation in Northern California? Siskiyou Land Trust is a growing, successful land conservation organization seeking a motivated and dynamic Conservation Project Manager to join our team in Mt. Shasta, CA. For a small organization we pack a big punch. Siskiyou Land Trust's work mixes landscape scale projects and community conservation projects to protect and connect important habitats and waterways in the places we love. We've protected over 35,000 acres of forest lands, agricultural lands, wildlands, and greenways throughout Siskiyou County since 1993. This is a great opportunity to participate in meaningful work at the forefront of climate resilience, wildlife conservation, community building, and sustainable economies with a local land trust. Join our team and help us conserve 100,000 acres by 2030.

### **SUMMARY OF POSITION**

The Conservation Project Manager is responsible for developing and overseeing voluntary land protection projects that include conservation easements and fee title acquisitions. The role requires a person who enjoys interacting with people, building capacity of a growing organization, creative thinking, and a "can do" attitude with a sense of humor. The Conservation Project Manager will work with the SLT team to coordinate conservation goals and outcomes to support SLT's mission of protecting the lands we love.

### **RESPONSIBILITIES**

- Work with SLT staff and Land Acquisition Committee, landowners, public agencies, and partner organizations to identify, fund, and develop land conservation projects involving forest, agriculture, headwaters, and wildlands in Siskiyou County.
- Work closely with existing Conservation Projects Manager, Grant and Administration Coordinator, Stewardship Manager, and Executive Director to carry out conservation work and effective project management.
- Positively interact and develop relationships with landowners from diverse backgrounds, through consistent and professional correspondence and follow up.
- Negotiate and draft conservation easements, baseline reports, management plans and associated agreements with project partners.
- Create and development maps and GIS data for project development and management, data analysis, and education and outreach.
- Conduct appropriate record keeping, progress tracking, budgeting, due diligence, and reporting for each project to comply with SLT's policies and Land Trust Alliance Standards and Practices for accreditation.

- Research and apply for funding opportunities for projects that support SLT’s mission and priorities.
- Represent Siskiyou Land Trust in various public settings including educational, outreach, and community engagement events.
- Provide general office support as needed.

The Conservation Project Manager position reports to the Executive Director and generally does not supervise other staff. However, he/she may oversee sub-contractors, project tasks requiring SLT staff support, and volunteers.

## **BENEFITS**

Siskiyou Land Trust offers a comprehensive health benefit package, including health, dental and vision insurance, 401K contributions, paid holidays, and generous vacation.

## **PREFERRED QUALIFICATIONS**

- A bachelor’s or master’s degree in natural resources, environmental studies, environmental science, soil science, forestry, agriculture, conservation, real-estate law, land management planning, or other field related to conservation.
- A minimum of three to five years’ demonstrated experience managing conservation projects, conservation real estate transactions, or relevant work experience.
- Scientific knowledge of, and/or field experience with, the landscapes and natural resources of far northern California.
- Curiosity for the natural world.
- Proficiency with understanding and creating maps, natural resource information, and other spatial data.
- Demonstrated experience in record keeping and data management.
- Excellent communication skills and the ability to work with a wide variety of individuals, including landowners, partners, government agencies, staff, board members, and volunteers.
- Well organized and self-directed, with attention to detail and follow-through necessary for conservation real-estate transactions.
- Proficiency with PC computer systems, Microsoft Office and GIS programs.
- A demonstrated passion for conservation.

## **HOW TO APPLY**

Please send a resume and cover letter explaining how you personally connect with SLT’s mission and why this position is a good fit for you and your career objectives. Application materials should be emailed to the SLT Hiring Committee at [siskiyoulandtrust@gmail.com](mailto:siskiyoulandtrust@gmail.com) with “Conservation Project Manager Applicant” in the subject line.

For additional information about Siskiyou Land Trust, please visit our website: <https://www.siskiyoulandtrust.org>