Job Title: Land Protection Manager, East (LPME)  
Salary Range: $42,000 - $48,000  
Location: Williamson Preserve  
Reports to: Director of Land Protection & Stewardship East  
Application Deadline: Open until September 12, 2020

About TLC
Triangle Land Conservancy (TLC) is an accredited and well-respected land trust, having protected almost 21,000 acres in the rapidly growing Triangle region of North Carolina. For 37 years, TLC has conserved land to safeguard drinking water, to support family farms and the local food economy, to protect important natural habitat, and to connect people with nature. TLC is currently headquartered in vibrant downtown Durham. This is an exciting time to work at TLC as we have recently completed a strategic action plan that will guide us as we double the pace of conservation in the Triangle in the next five years.

TLC seeks to attract the candidates who support the mission of TLC and who respect and promote excellence through diversity. TLC is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, TLC recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. www.triangleland.org

Position Summary:
LPME is responsible for coordination of acquisition activities in TLC’s six-county service area with particular focus on Wake and Johnston Counties. The position is primarily based out of the Williamson Preserve office located near Knightdale. Protocols are in place to support remote working and social distancing.

LPME reports to the Director of Land Protection & Stewardship East and collaborates with the Conservation and Stewardship teams to attain organizational strategic goals. Activities include but are not limited to development of strategies for landowner contact, negotiating for land, structuring partnerships for funding and long-term stewardship and applying for and administering related grants. The Land Protection Manager also will help prioritize and plan for future land projects, supervise TLC’s land protection interns and helps grow resources for TLC’s land protection work.

Key Responsibilities of Conservation Manager
- Help develop land protection projects in TLC priority areas including contacting landowners, assessing landowner objectives, and developing project budget and project summary for review by TLC’s Management Team, Conservation Strategies Committee and Board of Directors.
- Follow through to completion on approved conservation projects by negotiating with landowners and by involving other partners as needed for funding and for long-term land stewardship.
Respond to inquiries from landowners interested in conservation options, assess land according to TLC criteria, present options to the landowner, and coordinate all aspects of the donation of land and easements for approved projects.

Help draft easements for potential donations and oversee review of draft easement by landowner and by TLC’s legal counsel.

Develop and maintain relationships with local and state leaders and staff, landowners, and conservation partners.

Develop and coordinate place-based campaigns as needed.

Help coordinate and develop conservation strategies and plans to prioritize land protection projects using GIS and other available tools.

Help develop new funding strategies and sources for land protection.

Maintain complete and current files and reports on all TLC land protection projects.

Draft budgets for land projects and develop annual work plans based on land protection goals.

Draft, apply for, administer, and track land acquisition grants.

Assist with management of the Conservation Strategies Committee including development of agenda and preparation of land projects proposals.

Manage the land projects budgets, and coordinate closely with Finance Department to oversee the reconciliation of land project grants, and financial reporting.

Other conservation and stewardship responsibilities

- Work together with Conservation and Stewardship team members to set, prioritize and achieve strategic goals.
- Support Education & Outreach Manager and stewardship staff to plan and implement volunteer events and outings.
- Draft and edit grant proposals in conjunction with other staff, manage grants, and write grant reports.
- Support coordination of TLC conferences, symposiums, member events, donor events, and public meetings as needed.
- Contribute to outreach and communications work (e.g. write newsletter articles, give presentations, lead hikes) as needed.
- Represent and attend community meetings, boards, and events on behalf of TLC.

Attributes, Expectations and Qualifications

- Demonstrate attention to detail and deadlines as well as the ability to be flexible.
- Show initiative and strategic thinking.
- Passionate about land conservation;
- Strong background and experience in land protection concepts, legal and financial issues involved in land protection, and/or real estate concepts
- Background in natural resource assessment and management; (preferred)
- Ability and enthusiasm to work with all people and for getting them involved in TLC;
- Energetic, creative, and full of initiative;
- Excellent writing, speaking and people skills;
- Good computer proficiency and office skills;
- Proficient in ArcGIS with practical experience managing GIS; (preferred)
- Conservation planning experience (preferred);
- Willingness to work in the field (often alone) but with the understanding that most of our work takes place in an office environment;
- Willingness to work a flexible schedule with evening and weekend hours to meet deadlines and accommodate landowner and volunteer schedules;
- Ability to navigate and assess large parcels for conservation potential;
• Ability to work effectively without close supervision and as part of a cohesive team;
• Ability to compute financial and tax strategies.
• Maintain a high level of professional conduct when faced with challenging or difficult situations with both partners and colleagues.
• Contribute to a supportive and collegial work environment and maintain a good sense of humor.
• Work independently and as part of a team.
• Commitment to the mission of Triangle Land Conservancy. Experience with a land trust is helpful.
• Ability to troubleshoot hardware and software problems is highly desirable.
• Own or have access to an insured, reliable vehicle to occasionally conduct company business.
• Bachelor’s Degree or equivalent education and/or experience desired.

Benefits: This is a full-time permanent and exempt position with excellent benefits; including employer paid health, dental and vision insurance, short-term and long-term disability with generous paid time off and holiday observances.

How to apply: Applicants should submit 1) cover letter, 2) resume, and 3) a list of three references (all as a single pdf) by e-mail to: hr@triangled.org. References will not be contacted unless you are selected for a final interview.

Please no phone calls, drop-ins or paper submissions.