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## **CONSERVATION & STEWARDSHIP SPECIALIST JOB DESCRIPTION**

Founded in 1984, the Adirondack Land Trust protects farms and forests, undeveloped shoreline, scenic vistas and other lands contributing to the quality of life of Adirondack communities as well as the region's wildness and rural character. We work with partners to fulfill the promise of the Adirondack Park as a place of resilient lands, waters and communities.

Land trusts harness three fundamental values: private initiative, community cooperation and a deep connection to the land. The Adirondack Land Trust has protected 23,032 acres since 1984. We currently oversee 14,064 acres under conservation easement in 77 ownerships, and we own 2,759 acres of conservation lands in fee. ALT is applying for Land Trust Alliance (LTA) accreditation in April 2018.

### **Position Summary**

Adirondack Land Trust (ALT) seeks a detail-oriented, creative, collaborative, and experienced professional to manage the acquisition of lands and conservation easements and to assist with stewardship of those already in the Adirondack Land Trust portfolio. (Responsibilities are allocated approximately 50/50 between land protection and stewardship.) ALT's projects are often large-scale and sophisticated and involve collaboration with public and private partners. The Conservation and Stewardship Specialist will lead and facilitate fee simple and development-rights transactions from inception to closing. Tasks include conservation easement and fee title negotiation and acquisition, management and critical review of due diligence, budgeting and financial reporting, and project-management consistent with ALT's policies and commitment to the highest ethical standards. This position will also work with a stewardship team to monitor, care for and maintain records on lands under conservation easement and fee lands. The position will engage in landowner outreach, represent ALT to key constituencies, and help identify funding sources and build collaborative partnerships.

This position offers a tremendous opportunity for an entrepreneurial conservation professional to lead the next generation of Adirondack partnerships and projects. The Conservation and Stewardship Specialist will work directly with a growing team comprising the executive director and stewardship managers, and work with natural resource consultants as needed. S/he will work from ALT's headquarters in the High Peaks Region of the Adirondacks.

### **Key Responsibilities**

#### **Land Protection Project Identification and Development**

Implement ALT's conservation priorities through active outreach and responding to landowner inquiries. Determine conservation strategies for projects and prepare project summaries for staff and board review. Coordinate with local partners, governments and stakeholders to ensure project success.

#### **Transaction Management**

In coordination with the executive director and legal counsel, lead all aspects of fee simple and conservation easement projects including contract negotiation and easement drafting. The candidate

must be skilled in overseeing and evaluating real estate appraisals, Phase I environmental investigations, property surveys and legal descriptions, title work and other due diligence work. Work includes managing project-related records in compliance with ALT's policies and LTA Standards & Practices.

### **Outreach**

Represent ALT's Conservation and Stewardship program in stakeholder meetings and other forums; e.g., assist towns and counties with farmland protection planning and implementation.

### **Land Stewardship**

Assist stewardship team in conservation easement monitoring and enforcement. This work may involve difficult conversations with landowners and public officials to ensure permanent protection of conservation values. Prepare Baseline and Current Condition Reports for new and existing conservation easements as appropriate. Ensure a high standard in recordkeeping.

### **Other**

Work with E.D., board and staff to develop annual goals and work plans. Assist in identifying funding sources as well as writing proposals and reports.

### **Qualifications**

- A passion for conservation and the Adirondacks
- A track record of negotiating, financing and managing fee and conservation easement acquisitions
- Experience in conservation easement drafting, monitoring and enforcement
- Experience in GIS, GPS and easement monitoring software for data collection and record-keeping
- Excellent communication and listening skills to engage potential and existing partners, including farmers, forest owners, agencies & communities
- Experience building long-term partnerships with stakeholders to develop successful projects
- Experience obtaining funds from public and private sources for land and conservation easement acquisitions, with fulfillment of funding requirements, including reporting
- Experience working effectively both unsupervised and with teams
- Strong commitment to high standards and personal accountability
- Minimum bachelor's degree or equivalent professional training in natural resource management, conservation real estate and/or law
- Ability to travel throughout northern New York and occasionally within/outside of New York State. Some evening and weekend work is required.
- Ability to walk over rough terrain, lift up to 50 pounds, and handle a variety of field equipment.

### **Benefits and Compensation**

Reports to: Executive director

Supervises: None

Salary: Full-time, competitive salary

Benefits: Paid vacation and holidays; matching contribution to 403b; health, eye and dental benefits

Admin support: Limited. Must be prepared to handle own correspondence, filing and record keeping.

Adirondack Land Trust is an equal opportunity employer and does not discriminate on the basis of race, gender, age, disability, sexual orientation, color, creed, marital status, national origin, or veteran status. We strive for a collegial environment of people who generate innovative ideas and work hard to implement them. We also understand the value of work/life balance.

## HOW TO APPLY

Submit resume and cover letter by April 24 to:

Adirondack Land Trust

Attn: Executive Director

PO Box 130

Keene, NY 12942

[info@adirondacklandtrust.org](mailto:info@adirondacklandtrust.org)