



## CONSERVATION MANAGER

### **About CCALT**

For more than 26 years, CCALT has created innovative conservation solutions. Our work has permanently conserved almost 700,000 acres of open space, natural habitat, and productive agricultural land. We are committed to the development of innovative programs and strategic partnerships that will increase the effectiveness of our work.

### **Summary of Position:**

This position will help expand CCALT's ability to assist agricultural landowners conserve their property. Innovation, creativity, and analytical skills are essential. CCALT is an organization that embraces change and strives to create innovative solutions to the work we do. Personal and professional growth is both encouraged and demanded. We are looking for someone who is willing to improve existing programs, develop new tools, challenge the status quo, and work cooperatively with our team to grow our presence throughout Colorado. This position requires an individual who has the capability to work independently with initiative, motivation, and flexibility. It also demands an ability to manage a workload with multiple, often competing, priorities and deadlines.

At a minimum, the Conservation Manager will facilitate conservation easement transactions, conduct annual conservation monitoring visits, and assist in the resolution of stewardship issues and easement violations. It is anticipated that the time breakouts for this position will be 75% focused on transaction-related responsibilities and 25% on stewardship responsibilities. The position requires regular contact with CCALT staff, board members, donors, landowners, and other key stakeholders. It will also require regular travel across the state including overnight and multi-day trips.

### **Required Skills:**

- Project Management – the ability to accurately manage multiple complex projects at a time.
- GIS – the ability to translate all types of real property legal descriptions into accurate maps using ArcMap.
- Creativity – the ability to think outside of the box and challenge the status quo.
- Innovative – the ability to develop new tools and processes for creating consistent terms within documents, increasing the accuracy, efficiency, and documentation of due diligence review and decreasing the time it takes to resolve issues.

- Analytical – the ability to analyze complex issues and develop creative solutions.
- Problem Solving – the ability to solve complex multidimensional problems.
- Accuracy – ability to manage various projects with accuracy and attention to detail.
- Writing – ability to write and communicate clearly and efficiently.
- Teamwork – ability to pitch in where needed even if it is not specifically within the job description.
- Passion – the ability to passionately convey the key messages, objectives and goals of CCALT to various stakeholders.
- Inspirational – the ability to inspire those with whom you work with to achieve and exceed organization goals.

**Basic Duties:**

- Document Drafting
  - Deeds of conservation easements
  - Restricted covenants
  - Option agreements
  - Amendments/Corrections
  - Board materials
  - Grant applications
- Due Diligence Review
  - Title research
  - Appraisal review
  - Mineral assessment review
  - Baseline review
  - Environmental assessment review
  - Water Rights review
  - Review of other transactional documents as necessary
  - Mapping using ArcMap
- Document Retention
  - File management (electronic and permanent)

**Specific Duties**

Conservation Easement Transactions

Assist the Director of Transactions in the management and implementation of all

aspects of CCALT's conservation easement acquisition program. Primary responsibilities include:

- Assist in diversifying project funding opportunities and creating new tools to further agricultural conservation.
- Manage multiple conservation easement transactions.
- Preparation and review of Baseline Inventory Reports.
- Manage all aspects of project due diligence, including contractor oversight, report review, mapping, legal description review, and acreage calculations for transactions.
- Assist in developing policies relating to conservation easement transactions.
- Assist with the preparation and presentation of workshops or similar events to connect with new landowners and educated professionals.

#### Stewardship

Assist the Director of Stewardship in the management and implementation of all aspects of CCALT's conservation easement stewardship program. Primary responsibilities include:

- Ensure annual visits to protected properties are completed
  - Maintain regular contact and foster good working relationships with landowners of easement encumbered properties.
- Assist with the resolution of stewardship issues and conservation easement violations. Ensure that the conservation values are upheld when resolving stewardship issues or when amending conservation easements.
- Assist in developing policies relating to the consistent handling of stewardship issues which arise on conservation easement properties.

#### **Reporting:**

This position will report to the Directors of Transactions.

**Location:** Arvada or Steamboat Springs.

#### **Minimum Requirements:**

- Written, verbal, organizational and interpersonal communication skills.
- Ability to map legal descriptions and create maps using ArcGIS
- Proficiency in Salesforce, Adobe, Word, Excel, and PowerPoint.

- Able to travel regularly including overnight and multi-day travel.
- Tactful, possessing ability to work with high degree of personal and professional initiative and maintain confidentiality. Personal reliability and regular attendance essential.
- Able to work independently, under deadlines and produce accurate work.
- Proven capacity to work effectively as a team player.
- Knowledge, appreciation, and respect for the people and values of rural Colorado; familiarity and/or interest in agricultural issues with a conservation context is preferred. Most important is a sincere interest and commitment to private land conservation, with sensitivity and appreciation for the diverse interests and values of others.

**Salary and Benefits:** *Range: \$55,000-\$62,000 (based on experience); flexible work environment; paid time off; retirement plan, employee health insurance (dental and vision insurance available at a cost to the employee).*

**Interested parties should email a cover letter, resume, and writing sample to Molly Fales ([mfales@ccalt.org](mailto:mfales@ccalt.org)) by 5:00 pm on Monday, December 6<sup>th</sup>.**

**This position has a desired start date of January 31, 2022**

***The Colorado Cattlemen's Agricultural Land Trust is an equal opportunity employer.***