



CONSERVATION MANAGER

About CCALT

Since 1995, CCALT has created innovative conservation solutions. Our work has permanently conserved over 800,000 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

The position will be based out of CCALT's Del Norte office and will be primarily responsible for managing CCALT's conservation easement transactions, upholding stewardship responsibilities in the region, and assisting in additive conservation activities. The position will have a secondary focus on engagement, representing CCALT within the broader regional community to advance our conservation projects and priorities, serving as staff liaison between the Southern Colorado Advisory Committee, the CCALT Board of Directors, and Staff, and supporting CCALT's External Relations department as needed on regional events. The position will also be responsible for regularly working at and managing CCALT's Del Norte office.

This position will help expand CCALT's ability to assist agricultural landowners conserve their property. We are looking for someone who is passionate about working lands conservation and driven to strive for excellence in every facet of the job. 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.

While land conservation, legal, and real estate experience are not required, we are looking for a candidate that will bring the skills to excel in these areas and that is eager to commit to these aspects of CCALT's work. This position will require regular and statewide travel, including overnight and multi-day travel.

Specific Duties

At a minimum, this position will:

- Manage all aspects of conservation easement transactions, which includes (but is not limited to):
 - Conducting property site visits;
 - Developing projects and maintaining strong landowner relationships;
 - Drafting project-related memos, board materials, etc.;
 - Drafting and negotiating deeds of conservation easement and other transactional documents;
 - Coordinating the completion, generally by outside contractors, of all required due diligence (e.g., appraisals, baseline inventory reports, mineral assessment reports, etc.);

- Obtaining and reviewing title commitments and associated vesting deeds, legal descriptions, ownership documents, and encumbrances on title;
- Securing funding to support bargain sale conservation easement acquisitions and to offset associated transaction expenses, and managing all aspects related to funders' due diligence and reporting requirements;
- Managing closings and post-closing follow up;
- Research and documentation of water rights associated with each conservation easement transaction, as applicable.
- Thorough and organized record keeping throughout the life of any conservation project;
- Adherence to CCALT's established project procedures and policies.
- Manage all aspects associated with the resolution of stewardship issues and conservation easement violations, which includes (but is not limited to):
 - Landowner interviews/meetings;
 - Property visits and assessment(s) of issue(s) and/or violation(s);
 - Documentation of issue(s) and/or violation(s);
 - Negotiations with involved parties;
 - Drafting and negotiating conservation easement modifications (i.e., amendments, corrections, or supplements); and
 - Ensuring sound documentation and record keeping.
- Manage an annual portfolio of conservation easement monitoring assignments, which includes landowner interviews, property visits/inspections, research and updating records as applicable, and documentation through the completion and submission of monitoring reports.
- Provide additional support to the Director of Stewardship in other areas of CCALT's Stewardship Division of the Conservation Department, which may include (but is not limited to):
 - Responding to landowner requests for approval of proposed activities on conservation easement properties;
 - Drafting letters of interpretation; and
 - Drafting baseline inventory reports (which includes field work and report creation);
- Assist with identifying and facilitating additive conservation projects (*e.g.*, restoration, enhancement, or ecosystem service market opportunities, etc.).
- Participate in stakeholder meetings, working groups, committees, etc., as advised by CCALT Conservation Department leadership, to represent CCALT and our landowner partners and broaden CCALT's understanding of and engagement in complex conservation-related issues in the region.
- Support CCALT's External Relations Department in the planning, coordination, and execution of regional events, fundraising efforts, and other related activities and priorities as assigned.
- Manage CCALT's Del Norte office and vehicle.

Required Skills:

- Project Management – the ability to accurately manage multiple complex projects at a time.
- Relationship Management – the ability to successfully manage relationships with landowners, community partners, staff, board members, and donors.
- Cultural Awareness – willingness to embrace, support, and advance the organizational culture of CCALT as defined through its Social Contract (attached here). The position will also require someone who is willing to invest in understanding the culture of the San Luis Valley and surrounding areas.
- Creativity – the ability to think outside of the box and challenge the status quo.
- Data/GIS – the ability to create and edit maps using ArcGIS products, and the ability to access online databases to analyze property characteristics.
- Reading Comprehension and Writing – ability to read and comprehend complex documents and master a writing style which communicates ideas clearly and efficiently.
- Initiative – the ability to work, often independently, to identify a problem, evaluate potential pathways toward a solution, and lead on the resolution either independently or with guidance and/or support from colleagues.
- Teamwork – the ability to pitch in where needed even if it is not specifically within the job description.
- Accuracy – the ability to manage various projects with accuracy and attention to detail.

Reporting:

This position will report to either the Director of Transactions or Director of Stewardship.

Location: This position will be based out of CCALT's Del Norte office and, outside of work-related travel responsibilities, will maintain a regular presence at the Del Norte office.

Minimum Requirements:

- Written, verbal, organizational and interpersonal communication skills.
- Proficiency in Salesforce, Adobe, Word, Excel, PowerPoint, field-based mapping technology, and ArcGIS. Proficiency with ArcGIS Pro preferred.
- 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.
- Able to travel regularly and statewide, including overnight and multi-day travel.

Salary and Benefits: *Range: \$62,000-\$68,000 (based on experience); this position is eligible to participate in CCALT's annual incentive pay plan, where the amount of incentive pay varies and is subject to the standard terms and conditions of the incentive program; 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 and resume to Haden Cunningham (haden@ccalt.org) by 5:00pm MT on Monday, November 4, 2024.

This position has a desired start date of January 6, 2025.

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



SOCIAL CONTRACT

The Social Contract is intended to describe the Colorado Cattlemen's Agricultural Land Trust's (CCALT) culture, codify expectations, and guide its relationships between employees. CCALT staff agree to uphold Social Contract.

Culture

Our culture shall inspire innovation, creativity, and success. It shall be a culture that attracts and retains highly talented individuals. It shall be a culture that is inclusive, fun, supportive, and flexible. It shall be a culture that celebrates both individual and organizational achievements. We will take the necessary time to celebrate our accomplishments and encourage each other to strive to be the best we can be every day. Our culture will be based on the foundational principles outlined below, which every employee of CCALT shall commit to upholding.

The RISE Principles

Responsibility

Responsibility embodies the commitment to self-driven accountability and the understanding that our actions and decisions significantly impact the collective success of our endeavors. Each team member is encouraged to internalize their role in achieving our shared goals, recognizing that accountability begins within. This principle is not just about fulfilling tasks; it's about owning the outcomes of our work, learning from our experiences, and continuously striving for excellence. Through personal accountability, we ensure that every effort is made towards facilitating the ultimate success of our initiatives, with a clear focus on integrity and ethical conduct.

Integrity

Integrity is the bedrock upon which our actions and decisions are founded. It represents our dedication to living and working in alignment with our true selves, ensuring that honesty, ethical standards, and authenticity guide our every move. This principle combines the essence of being our honest selves, acknowledging our strengths and vulnerabilities, and making decisions that protect and enhance our collective integrity. In every challenge and opportunity, we aim to do what is right, even when it's difficult, maintaining a steadfast commitment to our values and the high moral standards we've set for ourselves and CCALT.

Synergy

Synergy underscores the power of collective effort and mutual support in achieving results. This principle is rooted in the belief that by working together, sharing our knowledge, and supporting each other's successes, we can accomplish far more than we could individually. It encompasses the spirit of cooperation, the commitment to teaching and learning from one another, and the drive to share experiences that foster both individual and organizational growth. Through collaborative growth, we advance our mission with unity, leveraging diverse strengths and perspectives to innovate, overcome challenges, and reach new heights.

Empowerment

Empowerment is about providing our employees with the robust tools, resources, and environment needed to deliver impactful and meaningful work. This principle is rooted in the recognition of the

inherent capabilities and potential of our team members. By fostering a culture that values learning, we ensure that everyone is equipped to not only meet but exceed the expectations of their roles. Our commitment to learning and empowerment extends beyond traditional training; we immerse our team in a continuous learning ecosystem that encourages experimentation, embraces the lessons learned from failures, and celebrates the pursuit of knowledge and skill enhancement. This environment of empowerment is designed to stimulate creativity, drive innovation, and ensure that our team members are always at the forefront of their respective fields. Empowerment at CCALT means actively removing barriers to innovation, providing access to the latest technologies and methodologies, and creating opportunities for meaningful work that aligns with our mission and values. We trust in the intelligence and capabilities of our team, supporting them in their journey to not only achieve but also redefine what's possible, thereby contributing to our collective success and impact.

Organizational Norms Which Guide Employee Interactions

In addition to the RISE principles and the culture defined above, we seek to live each day with courage; take pride in our work; finish what we start; do what has to be done; exemplify toughness, grit, and determination; keep our word; ride for the brand; remember that some things aren't for sale; and know when and where to draw the line. We shall leave egos behind, ask for help when needed, offer our assistance when appropriate, respond in a timely manner, and above all else, respect one another, our landowner partners, and other partners and community members. We shall be empowered to speak up and present new ideas that will help shape the future of CCALT.

Communication. Communication shall be conducted in a direct, open, and honest manner. When communicating, we shall not berate, disparage, attack, or discriminate. Further, we shall give our colleagues the benefit of the doubt that they are working in the best interests of CCALT. We also recognize that listening is an essential element of successful communication and commit to being present and actively engaged in all conversations and discussions.

Delivery. In order to achieve our mission, we must be able to deliver on strategy, tactics, and plans. Put more simply, we must be able to get the right work done in a timely manner. Success requires proper prioritization, reflection, adaptability, attention to detail, the ability to deliver, and, from time to time, the ability to say no.

Resolving Conflict. We shall commit to addressing perceived conflicts in a direct but polite, professional, constructive, and timely manner.