



Director of Transactions

About CCALT

For more than 30 years, CCALT has created innovative conservation solutions. Our work has permanently conserved more than 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 Director of Transactions is responsible for leading CCALT's Transactions Division of its Conservation Department, the primary focus of which is the acquisition of conservation easements. Furthermore, the Director of Transactions works cooperatively with the Directors of Conservation, Stewardship, and Additive Conservation, as well as the Staff Attorney to lead CCALT's overall conservation work and deliver conservation services to the membership of the Colorado Cattlemen's Association and agricultural producers across Colorado. 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. Effective leadership and management of the Transactions team is also crucial—this position will manage multiple manager level positions to achieve individual and organizational goals.

At a minimum, the Director of Transactions will lead CCALT's Transactions Division's work in acquiring conservation easements, including managing a portfolio of conservation easement transactions and overseeing/managing/assisting Conservation Managers and other staff with their conservation easement transactions, and will collaborate with the Director of Stewardship in limiting stewardship risks associated with conservation easement transactions and in resolving stewardship issues and easement violations. It is anticipated that the time breakdown for this position will be 45% focused on individual transaction-related responsibilities, 40% focused on Division management and management of transactions staff, which may include additional transaction-related work/guidance, and 15% 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:

- Leadership – the ability to effectively lead a team towards individual and organizational goals while fostering the professional development of team members.
- Conservation Easement Transaction Management – the demonstrated ability to accurately manage multiple complex conservation transaction and stewardship projects at a time while maintaining the highest level of attention to detail.
- Relationship Management – the ability to successfully manage relationships with

landowners, community partners, staff, board members, and donors.

- Creativity – the ability to think outside of the box and challenge the status quo.
- Innovation – 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.
- Critical Analysis and Communication – the ability to read and comprehend complex documents and master a writing style which communicates ideas clearly and efficiently.
- Problem Solving – the ability to solve complex multidimensional problems.
- Cultural Awareness and Commitment – willingness to embrace, support, and advance the organizational culture of CCALT as defined through its Social Contract (*attached*). The RISE Principles are the foundation of CCALT's culture which include the values of Responsibility, Integrity, Synergy, and Empowerment. The position will also require someone who is willing to invest in understanding the culture of the community we serve.

Basic Duties:

- Management
 - Manage a transactions team of multiple Conservation Managers including development of team and individual execution plans, conducting annual reviews, support on individual projects, and training and development of Conservation Managers;
 - Manage the active and potential transaction portfolio ensuring CCALT meets annual project related goals;
 - Work with the Controller to develop the organizational budget;
 - Manage updates to the organizational fee schedule, conservation easement information packet, and transaction-related policies and procedures;
 - Maintain relationships with funder and other partner organizations;
- Document Drafting
 - Oversee the Conservation Team to ensure that the team is adequately and consistently drafting transaction-related documents including:
 - Deeds of conservation easement
 - Restrictive covenants
 - Option agreements
 - Amendments/Corrections
 - Board materials
 - Grant applications
 - Coordinate with the staff attorney to update template conservation easement(s), notice documents, and option agreements.
- Due Diligence Review
 - Oversee the Conservation Team's review and creation of project related due diligence documents including:
 - Title research

- Appraisal review
 - Mineral assessment review
 - Baseline review
 - Environmental assessment review
 - Water Rights review
 - Review of other transactional documents as necessary
- Document Retention
 - Oversee the Conservation Department's file management (electronic and permanent)
- Board of Directors
 - Serve as the staff liaison to the Transactions Subcommittee of the Board including the creation of Board and Committee Reports; coordinate with the chair of the transactions subcommittee ahead of subcommittee meetings and meetings of the Board
 - Provide an annual update to the Board on completed transactions and financial aspects of the year's transactions
 - Participate in Board Meetings

Specific Duties

Transactions Team Management

Manage a team of Conservation Managers to accurately and efficiently complete conservation easement transactions while supporting the professional development of managers. Coordinate transactions with other staff managing transactions.

- Support Conservation Managers in completing conservation easement transactions efficiently and accurately.
- Track CCALT's portfolio of easement transactions, assigning project managers and balancing Conservation Manager responsibilities.
- Lead in the training of new Conservation Managers and encourage their further professional development.

Conservation Easement Transactions

Management and implement all aspects of CCALT's conservation easement acquisition program. Primary responsibilities include:

- Diversify project funding opportunities and create new tools to further agricultural conservation.
- Coordinate with the Director of Conservation, Director of Stewardship, Staff Attorney, and Director of Additive Conservation on execution of the Conservation Department's annual goals and quarterly priorities.

- Manage multiple conservation easement transactions, and ensure Conservation Managers' competence and excellence in conservation easement transaction management, including (but 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 property due diligence;
 - Obtaining and reviewing title commitments and associated vesting deeds, legal descriptions, 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.
- Develop and update policies and procedures relating to conservation easement transactions.
- Prepare and present workshops or similar events to connect with new landowners and educated professionals.
- Stay up to date on all conservation easement policies, regulations, and emerging issues.

Stewardship

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

- Ensure conservation easement transactions are completed in a manner that minimizes stewardship risks and allows a smooth transition into ongoing stewardship.
- Support CCALT's annual conservation easement monitoring obligations.
 - 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.

Minimum Requirements:

- 5 years' experience managing conservation easement transactions.
- Demonstrated experience managing and supporting a high-performing team.
- Bachelor's degree in a relevant field, or equivalent combination of education and professional experience.
- Written, verbal, organizational, and interpersonal communication skills.
- Proficiency in Salesforce, Adobe, Word, Excel, and PowerPoint. ArcOnline proficiency preferred.
- Able to travel regularly, including overnight and multi-day travel.
- Tactful, possessing ability to work with a high degree of personal and professional initiative and maintain confidentiality. Personal reliability and regular attendance are 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: \$85,000-\$95,000 (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).*

Reporting:

This position will report to the Director of Conservation.

Location: This position may be based out of any of CCALT's four office locations: Lakewood (headquarters), Del Norte, Carbondale, or Steamboat Springs. There is a preference for the position to be based at the Lakewood office. Remote work arrangements based in Colorado may be considered under exceptional circumstances.

Employment Type: Full-Time

Employment Classification: Exempt

Interested parties should email a cover letter, resume, preferred office location, and two references to Haden Cunningham (haden@ccalt.org) by 5:00pm MT on Monday, May 26, 2025.

This position has a desired start date of Monday, July 14, 2025

Equal Opportunity Employer:

CCALT is an Equal Opportunity Employer. All applicants are evaluated for the positions they apply for without discrimination based on gender identity or expression, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy, or other characteristics protected by law. CCALT will provide accommodation for individuals with disabilities during the interview process. For assistance, please call (303)-225-8677 or email Haden Cunningham at haden@ccalt.org.



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.