



COLORADO WEST LAND TRUST

Conserving Land. Connecting People. Enriching Lives.

CONSERVATION SPECIALIST – LAND PROTECTION FOCUS

STATUS	Full time, regular, non-exempt
REPORTS TO	Conservation Director
LOCATION	Residence in Delta, Montrose or Ouray county strongly preferred
SCHEDULE	Monday-Friday with some evenings and weekends required for board meetings and special events
TRAVEL	Regional travel required; urban, rural, backcountry
SALARY RANGE	\$18.75/hr - \$24.04/hr
HIRING RANGE	\$18.75/hr - \$21.63/hr based on the candidate's experience, education, and skills

Colorado West Land Trust (CWLT) is the leading Land Trust in western Colorado, serving a seven-county region from Grand Junction south to Ouray and Gunnison west into Grand County, Utah. CWLT has conserved over 120,000 acres through more than 500 conservation agreements over its 40-year history. CWLT is a private, charitable non-profit organization, accredited by the Land Trust Accreditation Commission and governed by an active Board of Directors. CWLT's primary office is located in Grand Junction, Colorado. Board and staff members work and live across the service area.

Mission: *To protect and enhance agricultural land, wildlife habitat and scenic lands in western Colorado to benefit the community at large, enrich lives, provide opportunities for outdoor recreation, and ensure our connection to the land for generations to come.* CWLT's professional staff are flexible, solutions-oriented, collaborative workers who have a passion to fulfill the organization's mission.

JOB SUMMARY

The Conservation Specialist (Land Protection Focus) advances the mission of Colorado West Land Trust by completing land conservation projects across the region. The Conservation Specialist's primary assignment is the Land Protection program; s/he will also provide support in conservation easement monitoring and stewardship. The Conservation Specialist will work closely with landowners and service providers and must be able to build and maintain friendly relationships, and professional and courteous communications with a diverse variety of constituents and stakeholders. S/he must be able to manage multiple priorities while meeting deadlines, be proficient with the Microsoft Office Suite, and be willing and able to speak in public. The Conservation Specialist is personable, detail oriented, and is flexible with the ability to respond well to changing priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Land Conservation

- Work with landowners to develop conservation agreements. Work with CWLT legal counsel to draft conservation easements to ensure they meet CWLT's goals and Land Trust Alliance Standards and Practices while meeting the needs of the individual landowners.
- Ensure all steps and due diligence for easement and acquisition projects are professionally completed including landowner negotiation, title work, appraisals, environmental hazard assessments, baseline documentation, budgeting, and required record keeping, from inception to completion.
- Work with the Conservation Director to take projects through an organizational pipeline including intake, timely follow up, tracking, prioritizing, and advancing projects to completion.
- Work with Conservation Director to apply for land protection and transaction cost funding.
- Coordinate outreach events and give presentations to provide information on conservation easements, the process, and conservation easement benefits to a wide range of audiences.
- Update LOCATE database with project information, status, and communications.
- Prepare and submit reports, and give presentations for the Lands Committee, CWLT Board, funders and partners as assigned.
- Coordinate with the Conservation Team to identify and develop new land protection opportunities.

Stewardship and monitoring

- Conduct and document annual monitoring of an assigned portfolio of conservation easement and fee properties in accordance with CWLT policies and Land Trust Alliance Standards and Practices.
- Build and maintain positive relationships with conservation easement landowners.
- Field landowner inquiries, passing questions to appropriate conservation staff.
- Update LOCATE database with landowner changes, property changes, and relevant communications.

Professionalism and teamwork

- Build and maintain positive collegial relationships within the Conservation Team and CWLT staff at large.
- Establish and sustain cordial, productive, and trustworthy relationships with landowners, funders, and external partners.
- Communicate professionally, courteously, and effectively with colleagues, board members, landowners, attorneys, service providers, funders, and other partners.
- Demonstrate problem solving skills. Proactively develop and recommend solutions as needed.
- Accept feedback in the spirit of growth and continuous improvement.
- Maintain productivity when working remotely and in an office setting.

Other responsibilities

- Participate in Conservation Program planning and team meetings.
- Participate in Lands Committee meetings.
- Assist in departmental budgeting.
- Attend Board meetings as requested by the Conservation Director.
- Complete other duties as assigned by the Conservation Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient with Microsoft Office applications (Excel, Power Point, Word, Publisher).
- Experience with database applications or a demonstrated proficiency in learning to use software.
- Demonstrated ability in the interpersonal skills required to accomplish the duties listed in “Professionalism and teamwork” including communication, collaboration, problem solving, and time management.
- Demonstrated ability to communicate effectively, negotiate solutions, and find common ground with diverse constituencies.
- Willing and able to speak in public, experience in public speaking preferred.
- Valid driver’s license and ability to drive safely in urban, rural and some backcountry environments requiring 4-wheel drive.
- Personal qualities of integrity, reliability, and commitment to the mission.

REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor’s degree or equivalent experience in conservation, natural resources, range management, or a related field.
- Experience in one or more of the following areas required: land conservation, stewardship, real estate transaction, or conservation easement monitoring.
- Experience with grant writing preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods at a desk and working on a computer.
- Occasionally traverse rough outdoor terrain such as gravel and packed dirt, uneven ground, and navigate around obstacles.

WORK ENVIRONMENT

- Environment for office work is temperature controlled.
- Outdoor activities may expose individual to weather elements such as rain, snow, wind, heat and cold.
- Field work may require employee to be alone in remote, backcountry locations possibly without cellular service.