



Closing date: 2023-03-24

Position: Land Acquisition Specialist

Organization: American River Conservancy

Contact: Elena DeLacy

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Description

Job Title: Land Acquisition Specialist

Reports to: Executive Director

Status: Full-time, Exempt

Want to play your part in protecting our local communities from the impacts of climate change? Ready to roll up your sleeves to help achieve tangible results? Want to be part of a talented, deeply committed, and award-winning conservation organization? Then please read on! American River Conservancy (ARC) is looking for a self-starter and detail-oriented thinker to help develop and implement land acquisition and conservation easement projects. ARC serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

Overview

The Land Acquisition Specialist will work with the Executive Director and Stewardship Staff to develop and implement American River Conservancy's strategy for working lands protection in the Upper American River and Upper Cosumnes River Watersheds and to provide support to the Executive Director. Primary responsibilities include 1) implementing agricultural land protection projects (ranchlands, cultural lands, and working landscapes) in the Upper American River and Upper Cosumnes River watersheds, including project tracking, due diligence, managing relationships with property owners and project partners, fundraising, project presentations, and contracts management and 2) managing the project inquiry and evaluation process and supporting the Executive Director with conservation tasks. In addition, the Land Acquisition Specialist will represent American River Conservancy in various public settings while coordinating conservation planning with partner organizations. The Land Acquisition Specialist reports to the Executive Director and does not supervise other staff; however, they may manage contracts, partners, and volunteers.

Primary Responsibilities

Project Management

- Respond to and track inquiries about potential conservation projects watershed-wide, providing landowners and other interested members of the public with information about American River Conservancy's Conservation Program
- Manage the organization's project evaluation process, including establishing selection criteria and process, GIS analysis, map making (including mapping high-priority areas needed to achieve significant habitat connectivity), report writing, site visits and presenting to Executive Director and Stewardship staff.
- Manage all aspects of fee and conservation easement projects assigned (including but not limited to appraisal review, title work, due diligence, escrow and closing), focused on working lands.
- Develop grant applications and administer contracts and grants for land acquisition projects
- Build cooperative, effective working relationships with partner agencies, landowners, funding agencies and foundations, local government, conservationists, policy makers and planners



- Draft correspondence, memoranda and documents
- Coordinate with stewardship staff in the development of appropriate maps and GIS data
- Perform title review and in-depth research of disclosure documents, property encumbrances and various other duties related to due diligence
- Research and assemble information necessary for the preparation of regional conservation plans and strategies, including land ownership, land use patterns, resource values, legal and other issues related to conservation acquisitions
- Maintain consistent record-keeping and archiving for assigned projects
- Participate in organizational communications, fundraising and outreach efforts
- Assist with special projects as assigned

Fundraising

- Develop and maintain relationships with public and private funding organizations
- Make presentations and conduct site tours for acquisition projects and programs for donor events that are coordinated by ARC's development staff

Administrative Duties

- Coordinate regular meetings and perform other administrative functions for the Conservation team (ED and Stewardship Manager), as needed
- As a member of the Conservation Team, oversee and contribute to processes and practices to ensure that our policies and practices meet current professional standards
- Assist with preparation of organizational strategic plans, annual work plans and budgets as they relate to Conservation Program tasks

Essential Qualifications

- A four-year degree in natural resources management, planning, real estate or a related field and /or equivalent experience in resource management, land use or environmental planning, non-profit management, fundraising, real estate or a related field
- Strong interpersonal skills including the ability to exercise initiative, good judgment and tact
- Effective writing skills, including grant applications
- Proficiency with computer applications and office systems, including ArcMap.
- The ability to work flexible hours including occasional weekends and evenings
- Valid California Driver's License
- Ability to hike and drive on uneven terrain for property site tours

Preferred Skills and Experience

ARC is open to candidates with diverse backgrounds, experience, and transferable skills. We are looking for candidates with the following experience OR the ability to develop skills in each of these categories:

- Project management and/or conservation real estate transactions
- Real estate transactions including appraisal review, title work, due diligence, escrow and closing



- Implementation of the principles and practices of land conservation, real estate and land use planning, regulations and zoning
- Securing and managing grant funding and contract management
- Developing and fostering relationships with diverse communities and organizations that support the development and advancement of equity and inclusion
- Developing and fostering relationships and partnerships with non-profit organizations, community groups and government agencies
- Building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups and the general public
- Understanding of emerging public policy issues affecting land use and land preservation, including climate change, habitat protection, and water quality and quantity

Schedule, Salary & Benefits

Position is exempt, 40 hours per week. Salary starts at \$64,480 annually, commensurate with experience. Benefits include: Ten paid holidays (7 fixed, 3 floating); accrual of vacation time (10 days) and sick leave (10 days) begin on the first day of hire. ARC will pay at least 50% and up to 75% of the cost of ARC's group health plan following the completion of a 60 day waiting period. ARC may offer a retirement contribution (currently 10% of annual wages; as funding allows) which begins to accrue following one full year of employment. While this position is based in the organization's office in Coloma, CA, the organization allows for some remote work as an option. Some fieldwork is required.

To Apply

Please email your resume, cover letter and 3 professional references to elena@arconservancy.org on or before 5:00pm on March 24, 2023.

American River Conservancy is an Equal Opportunity Employer

American River Conservancy is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances of the state.