



Community Lands Director Job Description

Position Type: Full Time

Reports to: Chief Conservation Officer

Location: Charleston, SC

Application Instructions:

To apply, please email a cover letter and resume in one PDF addressed to Ellen Blake, Director of Operations, at careers@lowcountrylandtrust.org, by November 4, 2022. Initial screening interviews will be conducted on a rolling basis.

POSITION SUMMARY

The Community Lands Director is responsible for coordinating with the Chief Conservation Officer in shaping the strategic direction of LLT's community conservation program, with primary responsibility for its implementation, and will also monitor a portfolio of conservation easements. LLT's community conservation program focuses on strengthening community through conservation by pursuing three major ideas: (1) enhancing opportunities for all people to access greenspace, water, and working lands; (2) in partnership with other non-profits and recreation agencies, advocating for and facilitating the creation of human-powered connectivity corridors between public spaces; and (3) addressing land and water matters identified as community needs by people of color or economically-disadvantaged people, when conservation tools can provide a positive impact. Among potential LLT community conservation strategies are real estate transactions to protect at-risk places; land management and public engagement at LLT property interests; forming, nurturing, and/or contributing to inclusive strategic partnerships; and pursuing other actions deemed important to removing obstacles to LLT's community conservation goals. The vast majority of LLT's community conservation work will focus on the Charleston metropolitan area in Charleston, Dorchester, and Berkeley counties.

RESPONSIBILITIES

Strategy, Policy, and Community Relations Duties:

- In coordination with LLT's Chief Conservation Officer, Stewardship Program Manager, Sea Islands Program Director, Director of Outreach and Events, and other LLT staff, facilitate the crafting of LLT's community conservation strategies.
- Lead the implementation of community conservation objectives in LLT's work plan.

- Establish strong, enduring relationships of trust with citizens in focus communities and with their elected and other key government officials, through regular interactions and by driving the accomplishment of desired results.
- Establish and nurture community conservation partnerships, and lead the implementation of LLT's role in the partnerships to produce tangible outcomes.
- Facilitate effective partnership meetings and community-member gatherings to enable distributed engagement and advance the accomplishment of LLT's community conservation objectives.
- Regularly communicate progress on community conservation objectives to LLT conservation staff and board members, and delegate specialized implementation tasks to staff or contractors as appropriate.
- Effectively engage LLT's communications and outreach staff to strategically employ organizational communications and events to advance specific community conservation objectives.

Land Protection Duties:

- With the Conservation Team, identify and prioritize the community conservation program's land protection prospects and other conservation goals based on the organization's current conservation objectives and planning efforts.
- Proactively engage and educate priority landowners to develop new projects.
- Respond to inquiries from landowners and other stakeholders about conservation opportunities in a timely and strategic manner.
- Complete all aspects of transactions and other projects in which the Community Lands Director is the lead, while coordinating the completion of tasks by other team members, including external contractors and partners.
- Maintain in LLT's database regular records of landowner prospects and interactions.

Stewardship Duties:

- Serve as the primary manager of natural resources, controlled public access, and volunteer engagement, where applicable, on LLT's fee lands.
- Monitor a portfolio of protected properties, including conservation easements, as assigned by the Stewardship Program Manager, stewarding both the relationships and protected land interests.
- Respond to landowner inquiries and requests in order to facilitate analysis and decision by Stewardship staff.
- Collaborate with Stewardship staff to resolve any emerging issues on protected properties.
- Connect landowners with technical and financial resources where appropriate.

Other Duties:

- Actively participate in LLT's regular cross-function staff Conservation Team meetings.
- Lead or co-lead the presentation and discussion of community conservation matters at board and committee meetings.
- Assist on special conservation projects or project development as assigned the Chief Conservation Officer.

- With Advancement staff, identify, connect, and assist in the cultivation of donors and other philanthropic opportunities.
- Supervise staff or interns if assigned.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

QUALIFICATIONS

Required:

- Bachelor's degree with a minimum of five years of experience in project management, or equivalent combination of education and experience.
- Familiarity with real estate transactions, including conservation easement acquisition and stewardship.
- Experience with natural resource management and public recreation issues.
- Experience identifying, obtaining, and managing grant funding.
- Skilled active listener with excellent written and oral communication skills.
- Experience effectively engaging people of diverse racial, cultural, and socio-economic perspectives.
- Experience facilitating or leading groups or partnerships.
- Demonstrated ability to cultivate relationships with citizen groups, nonprofit and business leaders, and government officials.
- Demonstrated ability to work collaboratively with staff across departments.
- Strong organizational skills and self-direction.
- Demonstrated ability to proficiently use Google Workspace, Microsoft Office, and other business software, including conservation databases such as Landscape and ArcGIS Online.
- Ability to travel to remote and undeveloped properties to hike and wade through a variety of environmental conditions and be outdoors for considerable periods of time.
- Valid driver's license and access to reliable transportation.

Preferred:

- Master's degree and seven years of conservation, nonprofit organization, and/or public agency experience.
- Direct knowledge of our community experience in the Charleston Metro Area.
- Program administration experience that includes budgeting and employee supervision.
- Experience managing volunteers.

BENEFITS

Insurance

Health Insurance - 100% Employer Paid for Employee

Dental Insurance – 100% Employer Paid for Employee

Basic Life Insurance with AD&D (\$25,000) – 100% Employer Paid for Employee

Long Term Disability - 100% Employer Paid for Employee

Short Term Disability - 100% Employer Paid for Employee

Optional benefits available – Paid by Employee:

- Health FSA & Dependent Care FSA
- Accident Insurance
- Critical Illness Coverage
- Vision Care
- Voluntary Life Insurance

Financial & Retirement

403(b) - Immediate eligibility and fully vested

Up to 5% match after 6 months of employment

Family & Parenting

Maternity & Paternity Leave

Hybrid Work Environment (in-office/remote)

Flexible Hours

Paid Time Off

Self-managed PTO (unlimited)

11 Paid Holidays

Flexible Summer Schedule

Perks

Dog Friendly Workplace

Partial Mobile Phone Reimbursement

Health & Wellness Positive Environment

Lowcountry Land Trust is committed to the principles of diversity and equal employment opportunity, and to comply with all federal, state, and local laws that are applicable to equal employment. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, civil union status, domestic partnership status, affectional or sexual orientation or identity, sex, gender identity or expression, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, service in the federal or state military, union affiliation, pregnancy or breastfeeding, medical or genetic information, atypical hereditary cellular blood trait, refusal to submit to a genetic test or make test results available to the Company, or status as a qualified individual with a disability, in accordance with applicable laws. The Land Trust also complies with the South Carolina Pregnancy Accommodation Act.