



Conservation Operations Manager Job Description

Position Type: Full-time

Reporting: Chief Conservation Officer

Location: Charleston, SC

Application Instructions:

To apply, please email a cover letter, resume and three (3) references in one PDF addressed to Ellen Blake, Operations Director, to careers@lowcountrylandtrust.org by February 10th, 2023. Initial screening interviews will be conducted on a rolling basis.

POSITION SUMMARY

The Conservation Operations Manager must be a highly motivated and expert administrator. They will play a key role supporting LLT's Conservation Team in its land protection, stewardship, and community conservation work. Our work environment is dynamic, fast-paced, detail-oriented, and deadline-driven, with a significant number of concurrent projects underway at all times. The successful candidate will have direct responsibility for managing significant amounts of data and performing a wide range of functions in coordination with other Conservation staff, including with regard to year-end closings when they occur. The Conservation Operations Manager will be critical to the successful and efficient functioning of the Conservation department.

RESPONSIBILITIES

- Field inquiries about potential projects and connect landowners with appropriate LLT staff.
- Coordinate the scheduling, logistics, agenda, and recording of notes/minutes for meetings of the Conservation Team and the Board's Conservation and Stewardship Committees.
- Coordinate the review of potential land protection projects relative to LLT's priorities and criteria, and maintain records of project criteria review.
- Manage the process of securing internal project approvals in compliance with LLT policies and protocols.
- Maintain the Active Project tracking sheet.
- As agreed for each land protection project with lead project managers and other LLT staff, send landowner correspondence, coordinate the completion of due diligence items, and coordinate other steps in the completion of land protection projects.

- In coordination with project managers, conduct baseline documentation field work and compile quality baseline documentation reports (BDR's) for conservation easement projects.
- Manage post-closing documentation procedures in coordination with project staff, including compilation and storage of documents in accordance with Land Trust Alliance Accreditation standards and LLT policy.
- In coordination with Conservation Team leadership and the Advancement Team, provide significant assistance in applying for transactional, programmatic, and/or technical conservation funding.
- Manage awarded conservation grants as assigned, tracking and coordinating the completion of reports and related documentation.
- Maintain conservation dashboards for internal and external audiences.
- Assist the Chief Conservation Officer and other conservation staff in creating and administering budgets and work plans, and provide other administrative and logistical support to the Chief Conservation Officer as requested.
- Support the periodic review and revision of LLT's core program templates; landowner information materials; and policies, protocols and guidelines.
- Assist the Staff Attorney, Chief Conservation Officer, and Stewardship Program Manager in monitoring and maintaining compliance with Land Trust Accreditation Standards and Practices for all aspects of the conservation program, and assist in the re-accreditation process.
- Monitor a portfolio of conservation easements based on assignments made by the Stewardship Program Manager, in consultation with the Chief Conservation Officer.
- Other tasks as assigned.

QUALIFICATIONS

Required:

- Bachelor's degree with a minimum of 3 years of experience in program and/or project administration, or equivalent combination of education and experience.
- General understanding of conservation and stewardship.
- Strong communication and interpersonal skills.
- Strong organizational skills and self-direction.
- Skilled active listener.
- Customer service-oriented.
- Demonstrated ability to work collaboratively and creatively with staff across departments.
- Willingness and ability to bring the utmost sensitivity and professionalism to interactions with private landowners.
- Demonstrated understanding of and sensitivity to diverse racial, cultural and socio-economic perspectives.
- Experience in management of multiple complex, active projects.
- Experience that demonstrates problem solving, resourcefulness, creativity, and the ability to anticipate needs.

- High capability using MS Office applications (including Word, Excel, and PowerPoint) and Google Suite applications (including Google Docs, Sheets, Slides).
- Physical ability and willingness to sit at a desk with a computer or in meetings for long periods; to travel to remote and undeveloped property; to hike and wade through a variety of environmental conditions; and be outdoors for considerable periods of time.
- Valid driver's license, proof of insurance, and access to a reliable vehicle.
- Positive attitude and willingness to accept a challenge.
- Willingness and availability to assist with project closings that may occur during the last two weeks of December.
- Dedication to the conservation mission of the organization.

Preferred:

- 5 years or more of experience in program and/or project administration, or equivalent combination of education and experience.
- Direct experience working on conservation easement transactions and/or stewardship.
- General understanding of natural resource use on private lands and/or public recreation issues.
- Paralegal experience.
- Functional knowledge of GIS mapping and GPS data collection.
- Notary public certification.
- Drone pilot certification.

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

Up to 5% match after 6 months of employment

Family & Parenting

Maternity & Paternity Leave

Hybrid Work Environment (in-office/from home)

Flexible Hours

Paid Time Off

Self-managed PTO (unlimited)

11 Paid Holidays

Flex Fridays

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.