



# SOUTH KINGSTOWN LAND TRUST

*Open Space Makes All the Difference*

## **JOB DESCRIPTION**

### **SOUTH KINGSTOWN LAND TRUST DIRECTOR OF LAND PROTECTION**

**Reports to:** Executive Director

**Status:** Part-time exempt, 20 hours per week

**Salary:** \$24,000 - \$34,000 (negotiable based on experience)

The South Kingstown Land Trust (SKLT) is an accredited, not-for-profit land trust that permanently protects land in and around South Kingstown, Rhode Island, for the enduring benefit of the community. This part time position is a unique opportunity for a committed conservationist to join a team of professionals as we protect and steward forests, farms, meadows, watersheds, and cultural landscapes. The work serves a diversity of partners and communities, and we hope to attract an individual who will assist us in deepening our connections with and relevance to diverse communities.

Since its founding in 1983, the South Kingstown Land Trust has held land protection as a priority and has completed over 170 projects and protected over 2900 acres. In addition, we have worked with partner organizations to ensure the protection of numerous other properties throughout the community.

We are seeking an engaged, experienced professional with a great sense of humor and a passion for the mission to conserve priority lands, both fee simple and conservation easements. In tandem with the Executive Director and other members of the staff, the Director of Land Protection will work with willing landowners to ensure clean air, clean water, and fertile soils that will equitably support environmental health and well-being for current and future generations of flora and fauna.

#### **Job Priorities:**

- Perform acquisition project work:
  - perform outreach to landowners with priority parcels
  - respond to all incoming land protection inquiries, maintain a database of new project inquiries, ensure appropriate follow-up occurs
  - educate landowners as needed on land protection options
  - educate landowners throughout the process on the need to make a financial contribution to the stewardship fund to ensure the long-term care of the protected property
  - collect data and information necessary to evaluate new projects
  - create maps, rank properties, and coordinate and lead preliminary site visits
  - complete and update project checklist for protection projects
  - oversee acquisition related contractors (surveyors, appraisers, etc.)
  - complete due diligence work, ensure required paperwork is completed and received in a timely manner to facilitate closings

- coordinate with Land Management Director to ensure that long term stewardship goals are addressed in easements and management plans
- complete closings in coordination with Executive Director and attorney
- complete First-year tax exemption paperwork for any newly acquired fee properties
- ensure all hard-copy, permanent records of projects are filed appropriately externally and internally
- provide grant preparation and reporting support, ensure all reporting deadlines are met.
- Provide support for Property Protection Committee meetings and participate in external meetings related to conservation projects, as needed
- Form partnerships and gain support for projects including outreach to and involvement with members, neighbors, public agencies, and landowners
- Ensure that SKLT practices comply with current Land Trust Alliance Standards and Practices

**Additional Responsibilities:**

- Regularly update staff and board on property protection activities. Maintain and update project files in DropBox and LandScape as appropriate
- Maintain and update properties spreadsheet as needed for TerraFirma
- Participate as a team member in organizational development, board training, monitoring and as appropriate, fundraising activities
- Develop and track project budgets. Work with bookkeeper and Auditor as needed
- Update property acquisition policies and procedures in coordination with Executive Director as suggested by Property Protection Committee as needed
- Write, develop, coordinate, and revise property protection and project acquisition plans in conjunction with Executive Director and Property Protection Committee as needed
- Prepare newsletter articles, landowner information packets and website project updates, and give presentations in a variety of settings
- Other duties, as assigned

**Minimum Qualifications:** In your resume and cover letter, please address how you meet the following minimum qualifications:

- Bachelor's Degree and three years' experience or equivalent combination of both
- Applied knowledge of real estate, protection techniques, and land conservation principles
- Proven track record of successfully completed land protection projects, highlight grant writing and project funding
- Commitment to land conservation and stewardship
- Experience in successful negotiations and/or creative problem-solving
- Experience in developing and maintaining positive relationships with people with a variety of perspectives
- Competent with standard computer software, including MS Word, MS Excel, MS PowerPoint, and e-mail
- Practical problem-solving and organizational skills
- Valid driver's license. Ability to lift 30 pounds and walk properties with landowners

**Preferred Knowledge, Skills and Experience:**

- Prior experience in this position
- Training in real estate, law, land use, or project management
- Strong attention to detail and ability to handle multiple tasks concurrently
- Experience drafting and reviewing complex legal documents
- Experience with ARC GIS, LandScape, and LGL (Little Green Light)
- Strong interpersonal skills, including ability to negotiate, influence, and persuade with a smile
- Excellent communication and presentation skills, including written, verbal and listening
- Comfortable completing a wide range of tasks, from administrative work, and field observations to complex real estate documents
- Ability to adapt, perform under pressure, and work both independently and as part of a team.
- Ability to work with diverse people and develop positive working relationships with landowners, government agency employees, team members, and other stakeholders

**Salary and Benefits:**

The South Kingstown Land Trust offers competitive compensation, flexible work policies, and a collaborative work environment. SKLT's culture supports and inspires conservation achievement and personal development, thus we provide professional development opportunities. SKLT values work-life balance in its employment practices and for part-time employees offers flexible scheduling, some paid holidays, and a dog-friendly office with pre-qualified dog(s). Offices are located in a newly constructed building on The Woodcock Campus at 17 Matunuck Beach Road, South Kingstown, RI.

**To Apply:**

Please submit a cover letter and resume with "Director of Land Protection" in the subject to Susan Lovejoy, [sslovejoy@gmail.com](mailto:sslovejoy@gmail.com). Applications are only accepted electronically. No phone calls please. The South Kingstown Land Trust will begin to review applications September 30th, 2021. The position will remain open until filled.

SKLT is committed to enhancing diversity and inclusion in our organization and in land conservation. Multiple perspectives and experiences help strengthen our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. All qualified candidates are encouraged to apply.