



JOB DESCRIPTION

SOUTH KINGSTOWN LAND TRUST DIRECTOR OF LAND PROTECTION

Reports to: Executive Director

Status: Full-time exempt - 40 hours per week

Salary Range: \$55,000 - \$65,000 (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 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. SKLT's goals are to ensure clean air, clean water, and fertile soils; to protect, preserve and enhance local flora and fauna, as well as equitably support environmental health and well-being for current and future generations of people. We hope to attract an individual who will assist us in deepening our connections and relevance to the diverse communities we serve.

Since its founding in 1983, the South Kingstown Land Trust has held land protection as a priority and has completed over 175 projects and protected over 3070 acres. In addition, we have worked with partner organizations and agencies to ensure the protection of numerous other properties throughout the community.

We are seeking an enthusiastic, engaged, experienced professional, who loves the minutia of legal documents as much as they love 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 protect their properties in perpetuity. Projects can take between 18 months and 18 years to complete: perseverance, patience, and great sense of humor are a must.

Job Priorities:

- Perform land protection project work:
 - 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
 - perform outreach to landowners with priority parcels
 - coordinate with Property Protection committee and land management staff to conduct field visits to collect data and information necessary to evaluate projects
 - create property and resource maps, rank properties according to SKLT land protection criteria
 - complete comprehensive risk assessments and monitoring access needs
 - complete and update project checklist for protection projects
 - secure and oversee acquisition related contractors (surveyors, appraisers, etc.)
 - identify and solicit funding sources; including but not limited to, federal, state, and local governments, foundations, individuals, and community solicitations
 - complete due diligence work, ensure required paperwork is completed and received in a timely manner to facilitate closings

- update land protection documents on a regular basis to remain current with best practices locally and nationally
- coordinate with Land Management Director to ensure long term stewardship goals are addressed in conservation easements and management plans
- educate landowners on the need to make a financial contribution to the stewardship fund to ensure the long-term care of the protected property
- coordinate with Land Management Director on the integration of completed projects into various land use and land management systems
- complete closings in coordination with Executive Director and attorney
- secure statements from landowner and funders, photograph landowner on site, draft press release and coordinate distribution with Marketing staff
- work with Executive Director and others to plan and execute closing celebration
- complete first-year federal 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
- coordinate process with landowner, staff, attorney to update, correct, amend, existing conservation easements as needed
- Provide support for Property Protection Committee meetings and participate in external meetings related to conservation projects, as needed
- Ensure that SKLT land protection practices comply with current Land Trust Alliance Standards and Practices

Additional Responsibilities:

- Update staff and Board of Directors on property protection activities monthly. Maintain and update project files in LandScape, on our server and as consistent with SKLT’s records policy
- Participate in organizational development, monitoring, and fundraising activities
- Form partnerships and gain support for projects including outreach to and involvement with members, neighbors, public agencies, land conservation organizations, and landowners
- Develop and track project budgets. Work with bookkeeper and auditor as needed
- Update property acquisition policies and procedures as needed
- Write, develop, coordinate, and revise property protection and project acquisition plans in conjunction with 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

Qualifications, Knowledge, Skills, and Experience

The successful candidate for this position must be comfortable completing a wide range of tasks, from engaging with landowners, administrative work and field observations to complex real estate documents and transactions. They must have the ability to work with diverse people and develop positive working relationships with landowners, local to federal government agency employees, team members, and other stakeholders.

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

- Prior experience in the land transaction, conservation or a related environmental field
- Experience in drafting and analyzing complex real estate and/or conservation legal documents (some training in this preferred)

- Knowledge of real estate, land use, land protection techniques, and land conservation principles (some training in this preferred)
- Project management through successful completion
- Practical problem-solving and organizational skills, strong attention to detail, and ability to handle multiple tasks concurrently
- Commitment to land protection, conservation, and stewardship
- Strong interpersonal skills, including ability to negotiate, influence, and persuade with a smile; ability to maintaining positive relationships with people with a variety of perspectives
- Experience in successful negotiations and/or creative problem-solving
- Ability to adapt, perform under pressure, and work both independently and as part of a team
- Excellent communication and presentation skills, including written, verbal and listening
- Competent with standard computer software, including MS Word, MS Excel, MS PowerPoint, and e-mail
- Conversant with ArcGIS and other mapping software; experience with LandScape and Little Green Light a plus
- Valid driver's license. Ability to walk properties with landowners and lift thirty pounds.

Salary and Benefits:

The South Kingstown Land Trust offers competitive compensation, AFLAC, flexible work policies, and a collaborative work environment. SKLT's culture supports work-life balance, personal and professional development. Full-time exempt employees enjoy paid holidays, PTO, flexible hours, 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 info@sklt.org. Applications are only accepted electronically. No phone calls please. The South Kingstown Land Trust will begin to review applications March 15, 2022. The position will remain open until filled.

SKLT is committed to enhancing diversity and inclusion in our organization and in the field of 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.