

MEDOMAK VALLEY LAND TRUST
LAND PROTECTION & STEWARDSHIP SPECIALIST
Job Description

The Lands Protection and Stewardship Specialist carries out a broad range of tasks to achieve MVLT's primary goal of protecting land and/or interests in land. These tasks include negotiating with landowners, developing conservation easements, and coordinating and monitoring projects from start to finish. He/she reports to the Executive Director and works directly with the Lands and Stewardship Committees and other committees, board members, and volunteers, as assigned by the Executive Director.

This is a 32-40 hour a week position.

Duties and responsibilities:

1. Work within specifically identified focus areas in the Medomak River watershed to contact landowners whose land meets MVLT's protection criteria. Help to make landowners aware of MVLT and its mission, and point out the benefits of land and conservation easement gifts. Solicit donations of, and in some cases negotiate purchase of, appropriate lands and/or easements.
2. Follow up on inquiries by people interested in making gifts of land or easements.
3. Under the supervision of the Executive Director, work with Lands Committee members, meet with landowners and visit potential gift or easement properties to evaluate potential for acceptance by MVLT. Thoroughly inspect properties to determine acceptability to MVLT and to check for hazards or potential liability problems. Submit written project evaluation summaries to the Executive Director and the Lands Committee, and then to the Board for review and action.
4. Draft easement language for potential easement donations and oversee the review of draft easements by the potential grantee and his/her/their counsel and tax advisor.
5. Research and compile baseline data for conservation easement properties.
6. Solicit endowment gifts (stewardship donations) in connection with easements or gifts of land to enable MVLT to provide perpetual care for these resources.
7. Oversee MVLT'S conservation easement stewardship program , including coordinating annual easement monitoring, maintaining positive relationships with owners of protected lands, and responding as needed to easement violations or requests.
8. Work with Executive Director, Stewardship and Lands Committees to develop and implement stewardship and/or management plans for MVLT lands and easements.
9. Maintain complete files on active projects to document activities, intentions, and actions in conformance with project file procedures.

10. Research potential funding sources and assist with grant proposals as needed to raise funds for land protection and stewardship.
11. Represent MVLT in a variety of forums as requested by the Executive Director. These forums may include: MVLT board and committee meetings; meetings with community groups, partner organizations and agencies; communications with landowners, donors, and members; and participation in available trainings and workshops, as appropriate.
12. Participate in other duties pertaining to land trust programs and administration as needs arise.

Qualifications

1. Academic background in land protection, conservation planning, or natural resource planning (graduate degree preferred) or comparable work experience. BA/BS required.
2. Self-starter with the ability to initiate new projects and meet new people in order to achieve the goals of MVLT, to develop effective and creative solutions to problems, and to manage conservation projects from start to finish.
3. Excellent communications skills.
4. Ability to develop, maintain, and enhance productive working relationships with landowners, partner agencies, board members, volunteers, funders, public officials, and others. Willingness to responsibly handle confidential, sensitive, and personal information.
5. Familiarity with or demonstrated ability to learn about midcoast Maine's ecosystems, conservation issues, conservation organizations, and local, state, and federal government agencies.
6. Proficiency with computers and current office software.
7. Cartographic skills or demonstrated ability to acquire them: the ability to read and interpret maps and air photos and to orient oneself in the field. GPS/GIS experience required.
8. Flexibility in regards to work schedule and work duties, as befitting a small organization. Some evening and weekend meetings and site visits required. Willingness to travel and provide own transportation within the Medomak River watershed.
9. Willingness to accept salary and benefit package commensurate with an organization funded largely by donations.