

Conservation Manager Position Description

Who We Are

Our Vision: We envision a wild rivers coast of natural treasures, clean water, healthy forests and scenic vistas. Thriving fisheries, heritage forests, family farms and ranches, and outdoor recreation support our vital rural communities for current and future generations.

Service Area: The Wild Rivers Land Trust (WRLT) 2.3-million-acre service area stretches from the Ten Mile Lakes region south of Reedsport, Oregon to the Oregon/California border, and from the Pacific Ocean to the headwaters of Southern Oregon coastal rivers. It encompasses vast seascapes, multi-generation ranches, National Wild and Scenic Rivers, ancient forests, and numerous town sites in Coos and Curry Counties.

How to Apply: Please email a cover letter and resume to Ann Schmierer, Executive Director, execdirector@wildriverslandtrust.org. The position will close on May 5, 2025. Note: Applicants will be required to reside in or relocate to the Southern Oregon Coast.

Role of Conservation Manager

The Conservation Manager (CM) works closely with the Conservation Director on the implementation of the Wild River Land Trust (WRLT) Conservation Plan. This includes assisting with due diligence on real property transactions, evaluating new conservation projects and grant writing. The CM will also play a role in building and strengthening relationships with the WRLT community partners through collaborative projects and attending partnership meetings. This position may also support the WRLT stewardship program by assisting with the monitoring and management of the WRLT portfolio of fee lands and conservation easements. This full-time exempt position requires 40 hours per week with travel and occasional evening and weekend hours. The Conservation Manager is supervised by the Conservation Director.

Duties of Conservation Manager

- Work with the Conservation Director, WRLT Conservation Committee, and WRLT Board of Directors to help implement the WRLT Conservation Plan.
- Assist in the WRLT evaluation of new projects for their conservation values, stewardship needs and feasibility.
- Managing contractors and volunteers.
- Assist with due diligence for the acquisition of real property including conservation easement and fee title properties.
- Assist with grant writing to support the WRLT conservation & stewardship programs.
- Attend partnership meetings and participate in collaborative projects with regional partners including watershed councils, soil and water conservation districts, tribes state and federal agencies, businesses and landowners.

- Assist with the monitoring and stewardship of the WRLT properties.
- Assist with keeping property records.

Required Qualifications

- A demonstrated commitment to land conservation.
- Bachelor's Degree in related field of natural resources, conservation, forestry or environmental sciences or a minimum of 3 years of relevant work experience in land conservation
- Knowledge of land trusts and their role in voluntary, private land conservation.
- Demonstrated success in project management and/or managing complex projects from start to finish.
- Oral and written communication skills and experience communicating with diverse audiences, including private landowners, board members, donors, government agencies, tribes, the media and conservation partners.
- Interpersonal skills with the ability and personality to work collaboratively, accept responsibility, as well as ability to work independently and show initiative.
- Attention to detail.
- Willingness to work occasional evenings and weekends.
- Ability to walk a minimum of one mile over rough terrain, navigate in remote areas, and work independently under physically demanding conditions, including inclement weather.
- Competent with standard computer software, including MS Word, MS Excel, internet and email.
- Valid insurable driver's license and vehicle.
- Applicants will be required to reside in or relocate to the Southern Oregon Coast.

Preferred Knowledge, Skills, and Abilities

- Knowledge of real estate, land protection techniques, land conservation principles, and land stewardship.
- Experience working for a non-profit organization.
- Experience with grant writing, budgets, and demonstrated success securing funding for conservation-related projects and programs.
- Experience working with databases.
- Experience with GIS, ESRI ArcView, and other mapping tools is a plus.
- Excellent time management skills with the ability to prioritize workload and manage multiple complex projects.
- Knowledge of regional ecosystems.
- Experience with volunteer coordination.
- Willingness to learn new skills on the job.

Compensation

Starting salary is \$55,000-\$65,000 depending on experience. Wild Rivers Land Trust provides a percentage of salary in additional compensation for health benefits or SEP-IRA and personal time for vacation or sick leave. This is a full-time exempt position, based in or near Port Orford, Oregon. Reports to the Conservation Director. The Wild Rivers Land Trust is an equal-opportunity employer.

Conservation Manager Duties Estimated Time Allocation

1) Assist with the WRLT Conservation and Stewardship programs: 60%

- o Assist Conservation Director with Land Protection Projects.
 - Negotiations & due diligence for property transactions.
 - Maintain project records according to WRLT policy.
 - Evaluate new opportunities for land protection projects.
 - Manage contractors.
- o Assist Stewardship Director with stewardship and monitoring of protected lands.
 - Conduct monitoring or other data collection needs.
 - Manage contractors and volunteers.
 - Support stewardship & restoration projects on protected properties.
 - Main stewardship records according to WRLT policy.

2) Partnerships and Collaboration: 20%

- o Attend partnership meetings & participate in collaborative projects.
- o Represent and speak on behalf of the Land Trust.

3) Fundraising: 20%

- o Assist Conservation Director and Stewardship Director in securing funding for land protection projects in coordination with the Executive Director & WRLT Board of Directors. This may include grant writing and working with private donors.
- o Assist with fundraising, education and outreach events.