



*the* **SAN JUAN  
PRESERVATION  
TRUST**

## Conservation Project Specialist/Manager


<b>Location:</b>	Friday Harbor, WA, but the position also may work remotely within the San Juan Islands with weekly visits to the main office.
<b>Salary:</b>	\$55,000 - \$72,000 dependent on years of experience and qualifications
<b>Benefits:</b>	Health insurance, 3% matching IRA contributions in next calendar year, generous vacation, medical/family leave, 11 holidays/year
<b>Hours:</b>	Full-time, Exempt Employee
<b>Reports To:</b>	Conservation Director
<b>Deadline:</b>	Applications accepted until the position is filled.

### Summary

The San Juan Preservation Trust (SJPT) is seeking a highly motivated, detail-oriented, and personable Conservation Project Specialist/Manager to join our growing team. The determination of the position title and associated salary as a “Specialist” or “Manager” are dependent on the applicant’s level of experience, expertise, and qualifications. The position works with the Conservation Director and other members of the SJPT team to advance the organization’s mission by helping to implement the recently completed Strategic Conservation Plan, as well as responding to and evaluating other potential conservation opportunities as they arise. Using a suite of conservation tools and techniques, this position is responsible for building effective working relationships, and negotiating and managing complex land transactions with private landowners, the San Juan County Conservation Land Bank, and/or other partners in the San Juan Island archipelago. The Conservation Project Specialist/Manager coordinates the due diligence and closing of these projects collaboratively with other SJPT staff and programs. The ideal candidate will possess a strong conservation ethic, exceptional attention to detail, and excellent interpersonal and communication skills.

### Organizational Profile

The San Juan Preservation Trust ([www.sjpt.org](http://www.sjpt.org)), founded in 1979, is a private, nonprofit,



nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.

Together with our landowner partners and members/supporters, SJPT permanently protects more than 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 21 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

SJPT—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Directors and currently employs 15 full-time staff and 9 part-time staff. Headquarters are on San Juan Island, which is served by the Washington State Ferries system. SJPT is not affiliated with any government agency and does not receive direct tax revenue. Financial support comes from the voluntary contributions of more than 3,000 individuals, families, and private foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations,
- CARE for the lands and waters under our protection, with our partners, and
- CONNECT people to nature, to each other, and to the Preservation Trust.

### **Responsibilities**

- Coordinating with the Conservation Director on all aspects of new conservation projects, including responding to and vetting inquiries and moving active projects forward through the SJPT process.
- Utilizing ArcGIS spatial mapping software to help evaluate the conservation values of potential project areas and how they may fit within the Strategic Conservation Plan.
- Coordinating and conducting initial site visits on proposed project areas with landowners and stewardship staff.
- Drafting conservation easements from the SJPT template and consulting with outside legal counsel.
- Negotiating with landowner(s) for the donation or purchase of a conservation easement or other interests in land. Working with agencies and/or other partners as opportunities arise.
- Obtaining and reviewing appraisals, environmental assessments, cultural resources assessments, surveys, title reports and closing documents.
- Working with the Conservation Director to contract for legal services related to title review of legal documents, including but not limited to conservation easements, purchase and sale agreements, and cooperative agreements.
- Coordinating with stewardship staff on his/her/their completion of the Baseline Present Conditions Report and its continuity with the conservation easement.
- Tracking and maintaining complete files on active projects to document due diligence and other activities and actions. Maintaining necessary records to comply



with the requirement of the Land Trust Alliance's Standards and Practices, as well as Accreditation and Re-accreditation. Working with the other Conservation Program staff and the appropriate land steward once a transaction is recorded to ensure a smooth transition of the completed project to the Stewardship Program.

- Applying for and managing publicly funded grants. In addition, coordinating with philanthropy staff and Conservation Director to assist with project-specific private funding opportunities where knowledge of the project and relationships with donors are crucial.
- As a project lead, collaborating with other programs during project kickoff and pre-closing meetings to ensure cross-program awareness of timelines and any anticipated requests for support.
- Assisting the Conservation Program team with annual conservation easement template updates.
- Monitoring annual work plan with the Conservation Director.
- Participating in Conservation and Land Acquisitions Committee meetings, requesting board recommendations from the committee for preliminary and final project approvals.
- Attending Board of Directors meetings, requesting preliminary and final project approvals.
- Participating in the SJPT annual meeting, board retreat, and staff retreat(s), providing support as needed.
- Participating in monthly Lands meetings and bimonthly all-staff meetings.
- Supporting other SJPT staff and program areas as requested by the Conservation Director.
- Seeking out and participating in professional development opportunities including webinars, conferences, and other training to stay well-informed of conservation practices and partnership opportunities.
- Cultivating and fostering collaborative partnerships and trusting relationships with community members and other partner contacts to further SJPT's mission and goals.

### **Knowledge, Critical Skills, and Competencies**

- Knowledge of the practices, principles, and techniques of private land conservation.
- Knowledge of conservation easements and/or other real property interests.
- Knowledge of spatial mapping programs such as ArcGIS.
- Ability to work with diverse partners to achieve shared goals.
- Strong organizational skills and attention to detail.
- Dedication to driving projects and other assignments to completion.
- Ability to manage stringent timelines with competing priorities.
- Ability to work independently and effectively in a team setting.
- Ability to adapt to and identify with the people, communities, and cultures of the San Juan Islands.

- Excellent field/observational skills.

### **Required Qualifications**

- Bachelor's degree in environmental studies, conservation biology, natural resources management, pre-law, real estate studies, or other related field.
- Excellent written and interpersonal communication skills.
- Knowledge and competence in Microsoft Office Suite (especially Outlook, Excel, Word, and PowerPoint).
- A strong belief in land conservation and a passion for protecting the San Juan Islands.
- High standards for adherence to organizational policies related to conflict of interest, confidentiality and privacy, and shared values of diversity, equity, and inclusion.
- Ability and willingness to work nonstandard hours on occasion, including evenings and weekends.
- Must possess reliable transportation and a valid driver's license.

### **Additional Qualifications**

Preference will be given to candidates with the following professional qualifications:

- Advanced Degrees in related fields (e.g., Masters or Juris Doctorate).
- Experience with real estate transactions.
- Experience with private land conservation.
- Experience in fundraising with government and other grant-making entities.
- Experience working collaboratively and effectively with private landowners, government agencies, community groups, and conservation organizations.
- Experience creating and implementing project budgets.
- Experience working in a small nonprofit office environment and collaborating in a team environment.

### **LOCATION AND TRAVEL**

The demands of the position require that the candidate reside on one of the four islands served by the Washington State Ferries system (San Juan, Orcas, Lopez, or Shaw) and have regular and reliable transportation for local travel to the ferry-served islands. Additional travel to non-ferry-served islands may occur as well.

### **HOW TO APPLY**

Send resume, cover letter, and how you learned about this position via email to: [jobs@sjpt.org](mailto:jobs@sjpt.org)

*We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.*

*All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.*

