



CONSERVATION TRANSACTION SPECIALIST

Supervisor: Conservation Director

Status: 1.0 FTE

Salary: \$40,000 - \$52,000, depending on experience

Benefits: Group Health Insurance with optional Health Savings Account
SIMPLE IRA with up to 3% Employer Match
Generous Leave Policy, including Personal, Parental, Medical, and Sabbatical
Flexible Scheduling

To Apply: This position is open until filled. Please send cover letter, resume, references, and salary requirements to gavin.ricklefs@bitterrootlandtrust.org. No phone calls please. We will begin reviewing applications March 15, 2021.

BITTER ROOT



LAND TRUST



The Bitterroot Valley

Situated between the gentle Sapphire Range and the rugged Bitterroot Mountains, and bisected by the picturesque Bitterroot River, the Bitterroot Valley is home to a tremendous diversity of fish and wildlife, from bighorn sheep and elk to cutthroat trout and bald eagles. The rich soils of the valley bottom support large swaths of historic farm and ranch land, which still shape the culture and character of our region. With a downtown office in attractive, small town Hamilton, MT, we are situated in a valley that offers a broad array of world class outdoor pursuits including those within the Selway–Bitterroot Wilderness.

Bitter Root Land Trust

Founded in 1996 by a group of local residents, the Bitter Root Land Trust (BRLT) is the only organization focused exclusively on the needs and challenges of open space conservation in the Bitterroot Valley. The Land Trust has established itself as a trusted community partner, earning a reputation for excellence in conservation in the intermountain west.

The Conservation Transaction Specialist is a new position within the organization, created to meet the growing demand for our work. This position will join a dynamic team of 7 existing staff that are supported by a 12-member Board of Directors.

The Bitter Root Land Trust is proud to be an Accredited land trust since 2013. We currently hold 47 conservation easements that protect the Valley's water resources and wildlife habitat, as well as a particular focus on its working lands. BRLT also facilitates projects that provide community access to open space, including several riverfront parks, fishing and hunting access sites, a community garden, and other community-based properties.

Conservation Transaction Specialist

The Conservation Transaction Specialist is a member of BRLT's Lands Team who works closely with the Conservation Project Manager and the Conservation Director to complete a complex portfolio of land transactions, including conservation easements and fee title acquisitions. The Transaction Specialist's primary responsibility is to manage the technical aspects of BRLT's conservation transactions including real estate due diligence, grant writing, document drafting, file management, and committee coordination.



CONSERVATION TRANSACTION SPECIALIST

Job Duties & Responsibilities:

Transaction Due Diligence (50%)

- Act as the lead staff responsible for accurate and thorough real estate due diligence for BRLT's portfolio of conservation transactions.
- Contract and manage professional services including legal, title, mineral, survey, and baseline reports
- Review real estate due diligence documentation to identify potential liabilities and facilitate resolution of survey, title, or other acquisition related issues prior to closing.
- Prepare and review technical and legal documents, including deeds, subordination agreements, purchase agreements, disclosure letters, MOUs, and other documents as assigned.
- Development and maintain document templates, including form letters and template deeds.
- Prepare and coordinate real estate closings.
- Maintain complete and accurate project records.

Project Funding Support (20%)

- Assist with grant applications, including grant writing and procurement of required documentation
- Manage open grants (when assigned) including ongoing filing, budgeting, and reporting requirements

Lands Program Policy & Procedure (20%)

- Maintain BRLT's active and completed project files in accordance with Accreditation Standards & BRLT Policy
- Coordinate Lands Committee activity, including scheduling, document preparation, and other tasks
- Coordinate annual review and update of BRLT's Lands Policies

Project Cultivation and Development (10%)

- Support project cultivation and preliminary project design
- Coordinate BRLT Board & Committee Review of new projects

Additional Duties

- Applicants with GIS training may provide mapping and data management services
- Additional project management and cultivation responsibilities may be assigned as needed
- Attend BRLT outreach and fundraising functions
- Assume an active role in BRLT Strategic Planning
- At all times, act as an ambassador for BRLT, its mission, and programs
- Other duties as assigned

Hiring Preference

BRLT seeks an applicant with real estate transaction experience who is capable of assuming primary management responsibility for the technical aspects of BRLT's Lands Program including real estate due diligence, technical and legal document drafting, grant management, and policy compliance.

Experience with conservation transactions and/or public land transactions is strongly preferred, but not required. Applicants from related fields (e.g., law, title or real estate) that are looking to use their professional transaction skills in a mission driven conservation setting are encouraged to apply. Recent graduates with academic training in this field are also encouraged to apply if able to demonstrate an aptitude for this work.

Required Qualifications

- Minimum of two years' experience in land conservation, property law, real estate, or a related field. Academic training in an applicable field will be considered in lieu of professional experience if qualifications are clearly articulated in the resume and cover letter.
- Demonstrated proficiency in technical writing and research, including tasks such as title review, legal and technical document drafting, federal policy research and/or complex grant applications.
- Detail oriented and well organized, with the ability to balance and prioritize multiple tasks simultaneously while being thorough and accurate.
- Proactive self-starter who demonstrates a high degree of initiative and resilience.
- Strong written and verbal communication skills. Must be tactful, professional, and possess the ability to maintain confidentiality when necessary.
- Commitment to BRLT's core mission of helping landowners conserve the water, wildlife, and working farms and ranches of the Bitterroot Valley for all generations.
- Demonstrated ability to work effectively as part of a team to support all facets of an organization, including fundraising, outreach, and long-range planning, when asked.
- Ability to work occasional evenings, weekends or other non-traditional work hours, when needed.
- Valid driver's license and acceptable driving record.

Preferred Qualifications

- Law degree and/or professional legal experience strongly preferred.
- Experience with conservation easements and/or fee title acquisitions for conservation benefit.
- Experience with agricultural resource conservation and/or public recreation projects such as fee title or trail easement acquisitions and site development.
- GIS systems training and professional experience. Qualified GIS professionals may be assigned mapping and data management duties.
- Experience working in a rural western community that is culturally and politically diverse.
- Experience working with private landowners on legal, real estate, and/or resource management issues.
- Familiarity with federal policy and regulations, including research and compliance.
- Non-profit or mission driven professional experience.

Basic Conditions of Employment

All employees are ambassadors of BRLT and are expected to support and fulfill the organization's mission. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand, and comply with all policies and procedures.

- 1) ***Donor Relationships:*** Identify key individual, business, foundation, and partner groups to support the work of the land trust.
 - 2) ***Quality:*** Comply with established requirements for job performance methods, procedures and standards.
 - 3) ***Professional Conduct:*** Comply with established employment policies and practices. Maintain confidentiality of client, member/contributor and employee information. Accept direction and provide direction in a cooperative and positive manner.
 - 4) ***Personal Conduct:*** Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable. Demonstrate appropriate dress and personal hygiene.
 - 5) ***Competency:*** Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.
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The Bitter Root Land Trust is an Equal Opportunity Employer