



## Conservation Associate/Manager

### Summary

Great Peninsula Conservancy, a nonprofit land trust, seeks a Conservation Associate/Manager in its Bremerton, WA office on west Puget Sound. The Conservation Associate/Manager participates in land conservation projects through landowner outreach, grant writing, and coordinating real estate transactions. Requirements for the position include a minimum of two years' experience in land conservation, real estate, natural resources management, planning or a related field. A Bachelor's degree in a relevant subject also is required. We are seeking a committed, organized, and goal-oriented individual to join the team of our successful and growing land trust.

### Organizational Profile

Great Peninsula Conservancy ([www.greatpeninsula.org](http://www.greatpeninsula.org)) is an accredited, nonprofit land trust that works to protect forever the natural habitats, rural landscapes, and open spaces of the Great Peninsula – a region that includes Kitsap, Mason, and west Pierce counties on west Puget Sound, Washington. GPC's conservation program is focused on four initiatives: Shorelines & Estuaries, Forests, Streams & Freshwater Wetlands, and Community Greenspaces. Since 1980, Great Peninsula Conservancy has protected over 8,500 acres through acquisitions, conservation easements, and partnerships. With strong community support, GPC works closely with conservation and outdoor recreation groups, state agencies, and local and tribal governments to accomplish its mission. GPC's office is located in Bremerton, a quiet community with a large Navy base and shipyard, a burgeoning network of land and water trails, a natural heritage tied to forestry and salmon fisheries, and with ready commuter access to Seattle via the state ferry system.

### Position Description

The full-time Conservation Associate/Manager supports the development and completion of land conservation projects to implement GPC's Conservation Plan under the direction of the Conservation Director. The Conservation Associate/Manager is responsible for writing and managing project grants, conducting field visits with landowners and partners, coordinating land/easement transactions, and overseeing project consultants.

### Responsibilities

- In coordination with Conservation Director, collaborate with private landowners; federal, state, tribal, and local agencies; conservation organizations and community partners to conserve priority conservation lands
- Assist Conservation Director in identifying sources of project-specific funding from public agencies, private foundations, and other sources
- Prepare grant applications, participate in site evaluations by grantors, and prepare PowerPoint presentations by deadline
- Administer project grants, including meeting all financial and programmatic reporting requirements
- Obtain and review appraisals, environmental assessments, surveys, title reports and closing documents, and track progress toward closing on land transactions
- Assist in the preparation of documents such as conservation easements, option agreements, and purchase and sale agreements
- Develop project budgets
- Create project maps using ArcGIS
- Maintain complete project files to document activities, intentions, and actions on all conservation projects

### Qualifications

- Two years' experience in land conservation techniques, real estate transactions, or natural resources management
- Bachelor's degree in wildlife/fisheries/conservation biology, forest/plant ecology, natural resources management, planning, landscape architecture or related field
- Sincere commitment to the mission, values, and goals of GPC
- Experience working with landowners, government agencies, community groups, and conservation organizations to achieve objectives
- Knowledge of public grant programs and experience in obtaining public and private grants for conservation
- Experience managing and completing complex projects
- Familiarity with local flora and fauna
- Physical ability to hike rough terrain
- Car and valid driver's license

### Skills

- Ability to develop relationships with a variety of people
- Ability to address issues constructively
- Collaborative, facilitative style that brings people together
- Self-directed, energetic, entrepreneurial, and creative
- Ability to remain focused and outcome-driven
- Demonstrate integrity in business relationships and ethical decision-making
- Articulate communicator, both verbally and in writing
- Strong organizational skills
- Excellent computer skills including MS Word, Excel, PowerPoint, Outlook and ArcGIS

### Compensation

This position may be filled as either a Conservation Associate or Conservation Manager, depending upon the experience and abilities of the successful applicant. Great Peninsula Conservancy offers a competitive salary. Other benefits include paid personal leave, paid vacation leave, paid holidays, and a retirement plan.

### To Apply

Send cover letter (one page) and resume (max. two pages) to: [sandra@greatpeninsula.org](mailto:sandra@greatpeninsula.org) or Sandra Staples-Bortner, Great Peninsula Conservancy, 423 Pacific Ave., Suite 401, Bremerton, WA 98337. **Application Deadline: May 26, 2017 or until position is filled.**

5/5/2017