



Conservation Associate/Project Manager

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| Location: | Bremerton, WA |
| Salary: | Conservation Associate base at \$40,000. Conservation Project Manager base at \$50,000. Salary negotiable based on experience. |
| Benefits: | Benefits include health insurance, retirement, three-weeks' vacation, 12 days' personal leave, and 10 holidays/yr. |
| Hours: | Full-time, Exempt Employee |
| Reports To: | Conservation Director |
| Closing Date: | Open until filled |

Summary

We are seeking a committed, organized, and goal-oriented individual to join the team of our successful and growing land trust. Working closely with the Conservation Director, the Conservation Associate/Project Manager implements Great Peninsula Conservancy's land conservation initiatives involving purchase of land and conservation easements. Duties include landowner outreach, grant writing and administration, 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. This position may be filled as either a Conservation Associate or Conservation Project Manager, depending upon the experience and abilities of the successful applicant. This is a great opportunity for an organized and goal-oriented individual to join the conservation team and help protect wildlife, recreation, and rural character in our working area.

Organizational Profile

Great Peninsula Conservancy (GPC) is an accredited, nonprofit land trust that works to protect ecologically valuable lands in west and south Puget Sound. GPC's conservation program is focused on four initiatives: shoreline and estuary, forest, stream and freshwater wetland, and community greenspace. Since 1980, Great Peninsula Conservancy has protected nearly 11,000 acres through acquisitions, conservation easements, and partnerships. With a supportive and active membership base of over 800 individuals, GPC works closely with conservation and outdoor recreation groups, state and tribal agencies, and local governments to accomplish its mission. GPC's office is located in Bremerton, a burgeoning community close to the Olympic Mountains and only 30 minutes away from downtown Seattle via ferry.

GPC is committed to diversity, equity and inclusion in all aspects of our work. More information can be found at <https://greatpeninsula.org/about/>. Applicants from minority groups and women are encouraged to apply.

Position Description

The full-time Conservation Associate/Project Manager will help manage the acquisition of fee-simple lands and conservation easement transactions to implement GPC's Conservation Plan under the direction of the Conservation Director. The person will be responsible for writing and managing project grants, conducting due diligence in support of potential acquisitions, organizing field visits with landowners and partners, overseeing project consultants, and coordinating land/easement transaction closings.

Responsibilities

- In coordination with Conservation Director, assist in project identification, outreach, and development, including collaboration with private landowners and partner organizations;
- Identify sources of project-specific funding from public agencies, private foundations, and other sources;
- Write grant applications, develop project budgets, participate in site evaluations by grantors, and prepare presentations;
- Manage 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;
- Utilize and maintain ArcGIS database in support of Conservation Program goals;
- Maintain complete project files to document activities, intentions, and actions on all conservation projects.

Required Qualifications

- Interest and experience demonstrating commitment to the mission, values, and goals of GPC;
- Ability to work with a diverse range of people;
- Up-to-date computer skills and an understanding of how to utilize MS Office Suite programs and ArcGIS;
- Two years of experience in conservation, project management, grant writing, real estate, natural resource management, planning, or other related fields;
- Exceptional writing and organizational skills, and a keen attention to detail;
- Physical ability to hike rough terrain;
- Car and valid driver's license.

To Apply: Submit cover letter and resume, making sure to address any pertinent professional and personal experience that is relevant to this position. Additional materials demonstrating knowledge, skills, and abilities are encouraged. Send application to: eriks@greatpeninsula.org

Application Deadline: Open until filled. Anticipated start date is January, 2021.