



Conservation Coordinator / Project Manager Position Description

Location: Bremerton, WA
Salary: \$50,000 to \$65,000 DOE
Benefits: Health insurance, life insurance, retirement, 15 days/year vacation, 12 days/year personal leave, and 12 holidays/year
Job Status: Full-Time (40 hours/week)
Reports To: Conservation Director
Closing Date: Open until filled.

Great Peninsula Conservancy

Great Peninsula Conservancy (GPC) is an accredited nonprofit land trust dedicated to acquiring and stewarding ecologically valuable lands in west Puget Sound, Washington. GPC has preserved over 11,500 acres of forests, salmon streams, shorelines, and community greenspaces, helping wildlife and people thrive. GPC is committed to creating inclusive environments and equitable opportunities within our organization, the conservation movement, and in the great outdoors. Come join a dynamic team dedicated to protecting wildlife habitat and connecting people with nature.

Summary

Great Peninsula Conservancy is seeking a committed, organized, and goal-oriented individual to join the team of our successful and growing land trust. Depending on experience, the successful candidate will be hired as either a Conservation Coordinator or a Conservation Project Manager. Working closely with the Conservation Director, the Conservation Coordinator/Project Manager implements Great Peninsula Conservancy's land conservation initiatives involving purchase of land and conservation easements. Duties include partnership development, community outreach, landowner outreach, grant writing and administration, and coordinating real estate transactions. Requirements for the position include a minimum of three years' experience in land conservation, real estate, natural resources management, planning, or a related field. While a hybrid work model is anticipated, the ideal candidate will live within or adjacent to GPC's working area of West Puget Sound, Washington. This is a great opportunity for an organized and goal-oriented individual to join the conservation team and protect the wildlife, recreation, and rural character of our working area.

Position Description:

As part of the Conservation team, the full-time Conservation Coordinator/Project Manager will implement the acquisition of fee-simple lands and conservation easement transactions. The successful candidate 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. The Conservation Coordinator/Project Manager will be involved in coordinating and/or managing large, complex transactions, including conservation easements.

Responsibilities:

- Project identification, outreach, and development, including collaboration with private landowners and partner organizations.
- Identify 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.

Conservation Coordinator/Project Manager

Job Description

- Obtain and review appraisals, environmental assessments, surveys, title reports and closing documents, and track progress toward closing on land transactions.
- Utilize ArcGIS database in support of Conservation Program goals.
- Maintain complete project files to document activities, intentions, and actions on all conservation projects.
- Coordinate with other GPC departments as needed, including opportunities for hands-on stewardship, environmental education, and development.

Required Qualifications:

- Three years' experience in conservation, project management, grant writing, real estate, natural resource management, planning, or other related fields.
- Demonstrated ability to develop and maintain positive working relationships with a broad range of project partners, stakeholders, and colleagues.
- Organized, detailed, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Up-to-date computer skills and competency using programs such as Microsoft Office Suite, ArcGIS, and other software as needed.
- Articulate communicator, both verbally and in writing.
- A passion for conservation and experience demonstrating commitment to the mission, values, and goals of Great Peninsula Conservancy.
- Physical ability to hike rough terrain.
- Valid, insurable driver's license/record and access to a personal vehicle.
- Ability to pass a background check.

Preferred Experience:

- Ability to address issues constructively, either independently or by seeking managerial guidance and support when needed.
- Ability to remain focused, outcome-driven, and meet deadlines.
- Ability to work independently and as part of a team.
- Ability to navigate in remote locations with compass, maps, and GPS device.

Application Deadline

Open until filled. The anticipated start date will be in February 2024.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Great Peninsula Conservancy, we are dedicated to building a diverse and inclusive workplace. If you are interested in this role, but your experience does not check all the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

To Apply

Email your resume and cover letter to Administrative Manager Michelle Graves at Michelle@greatpeninsula.org.