



JOB ANNOUNCEMENT

ABOUT THE SOUTHEAST ALASKA LAND TRUST

The Southeast Alaska Land Trust (SEAL Trust) is a private, non-profit organization dedicated to preserving the natural heritage of Southeast Alaska. SEAL Trust works to permanently protect and steward lands with important natural, recreational, and cultural values.

Since 1995, the SEAL Trust Board of Directors and staff have partnered with communities and willing landowners to ensure that vital, natural areas throughout Southeast Alaska remain in place for the benefit of each generation. Today, SEAL Trust protects and stewards nearly 3,500 acres throughout Southeast Alaska.

In 2014, SEAL Trust was awarded accreditation by the Land Trust Accreditation Commission, an independent program of the Land Trust Alliance. Accreditation recognizes land conservation organizations that meet national standards for excellence, uphold the public trust, and ensure that conservation efforts are permanent.

GENERAL POSITION SUMMARY: CONSERVATION SPECIALIST

SEAL Trust is hiring a Conservation Specialist who will be responsible for land conservation projects, stewardship, assisting with SEAL Trust's In-Lieu Fee Mitigation Program, outreach to individuals and organizations, and organizational support, as described below. This full-time, permanent (exempt) position is located in Juneau, Alaska, and offers a competitive salary and benefits.

ESSENTIAL DUTIES & RESPONSIBILITIES

Land Conservation (40%)

- Respond to landowner inquiries and initiate contact to discuss conservation options for lands within Southeast Alaska, including fee simple acquisition and conservation easements;
- prioritize land acquisition activities through initial screenings of potential conservation projects, site visits, and resource assessments;
- conduct landowner negotiations, coordination of due diligence, conservation easement drafting, and drafting of other agreements, as necessary;

- cultivate positive working relationships with landowners and conservation partners throughout project stages;
- maintain land acquisition records in accordance with SEAL Trust's Records Policy; and
- serve as support staff to the SEAL Trust Board of Directors' Lands Committee.

Stewardship (25%)

- Manage SEAL Trust's stewardship program, with assistance from the Conservation Assistant;
- schedule and coordinate annual monitoring and documentation of conservation easements and fee-owned land;
- prepare Baseline Documentation Reports, Current Condition Reports, Land Management Plans, and other documentation, as necessary;
- maintain all GIS related data for SEAL Trust, and produce maps using ArcGIS for stewardship purposes; and
- maintain stewardship related files in accordance with SEAL Trust's Records Policy.

In-Lieu Fee Program (25%)

Assist with the management of SEAL Trust's In-Lieu Fee (ILF) Program. Duties include:

- responding to inquiries and preparing ILF cost estimates for wetland permit applicants;
- tracking and reporting ILF wetland debits, credits, and expenditures;
- working with the Army Corps of Engineers and its Interagency Review Team during all phases of wetland protection projects;
- updating SEAL Trust's ILF instrument with the Army Corps of Engineers, as needed; and
- reporting ILF program status to the SEAL Trust Board of Directors.

Outreach (5%)

- Present information about land conservation to communities in Southeast Alaska, agency representatives, SEAL Trust members, and other interested parties; and
- assist in development of web site information, newsletters, brochures, project presentations, and updates to SEAL Trust members.

Organizational Support (5%)

- Assist the Executive Director with financial and organizational recordkeeping; and
- provide support to the Board of Directors in its active decision-making role.

Supervision

This employee reports to the Executive Director and must be able to work independently, as well as part of a small, enthusiastic team.

QUALIFICATIONS

- A minimum requirement of a bachelor's degree in environmental studies, conservation, planning, or related field, and at least 4 years of experience in land conservation or an advanced degree;
- Understanding of legal, financial, regulatory, and real estate issues involved in land conservation and wetlands protection;
- Experience working with landowners and negotiating conservation or real estate transactions;
- Experience researching, drafting, and reviewing conservation easements, purchase and sale agreements, and other real estate documents;
- Experience compiling baseline documentation reports, conducting site evaluations, and monitoring conservation easements and fee-owned lands;
- Strong coordination, negotiating, and organizational skills;
- Strong written and verbal communication skills, with the ability to communicate effectively with a diverse audience including landowners, resource professionals, government officials, community organizations, media representatives, attorneys, and real estate professionals;
- Proficiency with computer software including ESRI, ArcGIS, and Microsoft Office;
- Knowledge of natural resource and land management issues;
- Ability to use handheld GPS equipment and compass, as well as read maps, interpret aerial photos, and navigate in the field;
- Ability to work outdoors for extended periods in all weather and seasons, and hike several miles over rough terrain;
- Have a positive attitude, sense of humor, and be energetic, creative, and focused;
- Willing to work in the office and field, and occasional evenings or weekends (to meet with SEAL Trust Board, meet deadlines, or accommodate landowner schedules).

COMPENSATION

Starting salary is \$52,000, depending on education and experience.

Benefits include: 10 paid holidays per year, 12 vacation days for the first year of employment (increases over time), 10 sick days per year, and a retirement matching plan (3% match).

START DATE

April 2018

TO APPLY

Please send cover letter, resume, and three references by **February 15, 2018** to:

Allison Gillum, Executive Director
Southeast Alaska Land Trust
119 Seward Street, Suite 2
Juneau, AK 99801
info@setrust.net

Questions? Please call: (907) 586-3100