

## **Glacial Lakes Conservancy's Land Manager**

**Please contact Jennifer Rutten at [jennifer@glaciallakes.org](mailto:jennifer@glaciallakes.org) to apply or learn more about the position.**

**Position Summary:** As the Land Manager, you will play a pivotal role in overseeing all aspects of land protection. Your responsibilities will range from evaluating projects for conservation easement acquisition and fee simple transactions to preparing baseline documents and overseeing annual monitoring and GLC preserve stewardship programs. Your expertise will be shared with volunteers and community members at events and in public relations, making you a key figure in our mission. This position reports directly to the Executive Director, underscoring the significance of your role.

### **Primary Responsibilities:**

#### Conservation Easement Acquisition

- o Consult with Landowners on conservation issues and project possibilities
- o Coordinate and lead land acquisition property visits
- o Evaluate properties being considered for acquisition and conservation easements
- o Conduct negotiations with landowners and attorneys
- o Prepare baseline documentation and initial CE draft
- o Maintain secure records and files
- o Review title work, surveys and work with attorneys through project completion

#### Land Management

- o Recruit, coordinate, and lead stewardship activities and volunteer workdays.
- o Oversee annual monitoring of all conservation easements and preserves
- o Review and update preserve land management plans with volunteer land leads and land management committee
- o Lead all goals on the following Preserves: Willow Creek, Christel, Grasshopper Hill, Hunner, and Spring.
  - Including but not limited to grant application, grant and project oversight and internship oversight

- o Maintain essential needs on Preserves (e.g, trail maintenance, cleaning nesting boxes, maintaining trail cameras, etc.)
- o Search and apply for grants for management needs on Preserves
- o Manage and keep organized files on grants and management of Preserves
- o Upkeep of tools and equipment

#### Land Team Committees (Acquisition and Management (each meet once a quarter))

- o Serve on and lead guidance to Land Teams at quarterly and special meetings
- o Draft agenda, distribute materials, and assist with task completion
- o Guide onboarding of new committee members
- o Review land management plans annually to ensure activities are prioritized
- o Reports to Chair

#### Outreach

- o Provide expertise for collaborative projects
- o Participate in presentations, exhibits, and public relations activities
- o Participate in the planning of environmental and educational events
- o Help develop and obtain materials for landowner packets, newsletters, and website
- o Lead coordination of Gathering Water's Land Trust Days for the community

#### Fundraising Committee

- o Assist committee chair with any needs for fundraising events
- o Upkeep of records on the back end of sales, delivery lists, etc.
- o Participate in committee meetings
- o Assist with event set up and take down

#### Other Duties

- o Maintain the GLC website with up-to-date information on upcoming events, etc.
- o Assist the Executive Director with grant proposals
- o Keep abreast of tax and conservation regulations and laws
- o Professionally represent GLC on external committees, boards, and partnerships as assigned
- o Attend board meetings as needed
- o Assist the Executive Director with maintaining a constituent database
- o Other duties as assigned