



Revision Date: September 30, 2024

Job Title: Conservation Program Manager

Supervisor: Chief Executive Officer

F.L.S.A.: Exempt

Summary – The Conservation Program Manager serves as the project lead working with private landowners, conservation partners, and public agencies to conserve land within the Pacific Crest Trail corridor to enhance access to the PCT and our public lands, protect the viewshed for trail users, and conserve important landscapes for wildlife habitat and watershed protection. They will manage projects from start to finish including: identifying land acquisition opportunities, completing project due diligence, closing escrow to purchase properties, and transferring them to public agencies or other long-term owners. This position participates in implementing new policies and practices to center diversity, equity, inclusion, and belonging (DEIB) strategies in building partnerships and advocating for policies to conserve the PCT Corridor, create access, and build resilience to climate change. Conservation projects are located along the entire length of the PCT in California, Oregon, and Washington. The location for this position is flexible within the three PCT states of California, Oregon, and Washington with a preference for California.

Essential job functions and tasks are:

Leading Land Conservation Efforts:

- Researches and selects potential project opportunities in coordination with partners, staff, and the PCTA's Land Protection Advisory Council
- Manages land acquisition projects by coordinating all aspects necessary for the successful acquisition and conveyance of property:
 - Relationship building and negotiations with landowners
 - Manages the due diligence process including but not limited to: appraisals, environmental site assessments, surveys and title reviews
 - Assists with legal document preparation in collaboration with attorneys
 - Recommends funding strategies to complete projects to PCTA's Leadership Team
 - Prepares materials to present projects to PCTA's board following our land protection policies and procedures
 - Manages the escrow and project closing process
- Maintains a GIS based inventory of private land along the PCT in coordination with PCTA's GIS Specialist
- Coordinates with PCTA Regional Representatives on land projects within their regions
- Assists the CEO in managing a staff and volunteer-based Land Protection Advisory Council

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- Engages in public forums, training opportunities, and partner working groups to share and learn about evolving land conservation strategies and trends and update PCTA's land protection policies and procedures.
- Collaborates with partners to support and advance policies in support of land conservation, climate resilience, and public access.

Public Relations, Advocacy, and Fundraising:

- Fosters relationships with public and private landowners, local elected officials, tribes, conservation organizations and community groups to conserve the PCT corridor
- Writes or assists with federal, state and private grant applications and budgets for project and program funding
- Assists with development of Land and Water Conservation Fund proposals and congressional advocacy materials
- Collaborates with the Philanthropy and Marketing and Communications Teams to engage the PCT community (trail users, landowners, members, and donors) to support our transactions and broader conservation work

Experience and Qualifications:

- Bachelor's degree in environmental studies, natural resources, real estate, policy, or a related field or equivalent professional training and/or experience.
- Minimum of three years of relevant professional experience.
- Strong interpersonal skills with the ability to build authentic relationships
- Skillful communicator (both written and oral) with the ability to listen
- Self-motivated and resourceful problem-solver
- Ability to pay attention to details and manage multiple projects with deadlines
- Comfortable working independently as well as effectively within team environments and with partners
- Embraces diversity, equity, and inclusion as a personal value
- Passion for land conservation and connecting people to the outdoors
- Experience managing land acquisition projects, conducting project due diligence, and closing escrow
- Experience managing contractors
- Ability and willingness to travel to remote properties along the PCT
- Knowledge of Microsoft Office and comfortable learning new technology systems as needed

Physical Requirements:

- The ability to work at a computer for several hours at a time.
- The ability to walk on uneven ground and off-trail to visit properties along the PCT for acquisition.

Typical Working Conditions and Travel:

The Conservation Program Manager can work at PCTA's headquarters, currently located in Sacramento, California or remotely from a location in California,

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Oregon, or Washington (California location preferred), under the direction of the Chief Executive Officer. The position requires frequent travel, including overnight trips, by airplane and/or car in California, Oregon, and Washington to visit land acquisition project locations. A valid driver's license is required. If working remotely, the Conservation Program Manager should be available to occasionally travel to the Sacramento headquarters office to attend in-person meetings. PCTA will cover travel costs.

Equipment Used:

The Conservation Program Manager will work at a desk with a computer, necessary computer peripherals, and other standard office equipment.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

Employee Acceptance _____ Date _____