

Land Conservation Coordinator Brunswick-Topsham Land Trust

The Brunswick-Topsham Land Trust was founded in 1985 to conserve the remarkable diversity of the natural heritage of Brunswick, Topsham and Bowdoin. With the conservation of over 3,200 acres of natural areas, the Land Trust is actively pursuing its mission while maintaining 25 miles of trails, managing a seasonal Farmers' Market and Community Garden, and collaborating with numerous partners in the area to further conservation and community. To learn more about BTLT, please visit www.btl.org.

The Land Conservation Coordinator is a year-round, part-time position responsible for overseeing all due diligence on new fee acquisition or conservation easements in addition to associated project recordkeeping and supports all fundraising efforts for these projects. This position will work with the Director of Conservation and the Lands Committee to identify, contact, and negotiate with landowners to protect lands within Brunswick, Topsham, and Bowdoin, Maine.

Position: Part-Time, Year-Round Employee

Hours: 20 hours/week with the potential for increased hours

Responsibilities:

- Work with the Director of Conservation and Lands Committee to implement land conservation priorities.
- Carry out high quality land transactions following all Land Trust Alliance Standards and Practices. This includes negotiating with private landowners, local governments, public agencies, and other organizations concerning acquisitions and funding.
- Conduct site visits, document and prepare reports for the executive director, acquisition committee, and board of directors.
- Manage multiple projects at the same time and move land protection projects forward to completion.
- Take a lead role in identifying funding opportunities for projects, including drafting grant proposals. Track all funding and spending, generating required reports.
- Represent BTLT at local, regional, and state initiatives as assigned by the Director of Conservation.
- Keep up to date on current trends in land protection, including conservation easement language and recent court decisions, creative protection strategies, carbon credits, and other such items.
- Carry out additional functions as assigned by the Director of Conservation.

Qualifications/Skills Required

- Strong belief and passion for the mission of BTLT.

- Experience (2 or more years preferred) related to private land conservation, real estate, surveying, appraisal work, real estate law, private property partnerships, or similar.
- A proven track record of completing complex projects.
- Careful attention to detail and ability to maintain a high level of accuracy.
- Excellent written and verbal communication skills; ability to convey complex ideas to a variety of individuals with different experience levels.
- Ability to work independently and be a team player.
- Good computer skills, including with programs such as Microsoft Word and Excel.
- Ability to thrive in a collaborative work environment with a high degree of autonomy.
- Valid Maine driver's license or ability to acquire one upon hiring.
- Able to conduct site visits to natural lands, requiring walking over uneven ground and through obstacles in various weather conditions.

Preferred Qualifications/Skills

- Previous experience in land protection related to fee acquisition and conservation easements that includes managing all aspects of such projects, with a track record of successful completion.
- Experience with Federal and State land conservation funding programs, such as Land for Maine's Future.
- Understanding of local government functions related to land planning and policy.
- Knowledge and skills related to GIS.
- College degree or equivalent experience.

Compensation and Benefits:

This year-round position includes competitive pay, paid vacation, holidays, sick time, retirement contribution, the opportunity to engage with members of the local community, and the chance to further develop land conservation skills. While this position will require fieldwork and office-based tasks, some remote work is possible as workflow allows.

To Apply

Please email a cover letter, resume, and two references to: hire@btlt.org with "Land Conservation Coordinator Position" as the subject. Review of applications will begin on August 14th and continue until the position is filled.

Equal Opportunity Employer

Brunswick-Topsham Land Trust is an equal opportunity employer and does not discriminate based on race, color, creed, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected factors. We actively encourage community members with diverse backgrounds, beliefs, and ways of life to consider working with us.

