



# SYCAMORE LAND TRUST

## Land Preservation Director Job Description

### February 2019

### About Sycamore Land Trust

Sycamore Land Trust is a nonprofit headquartered in Bloomington, Indiana, that has been preserving land and connecting people to nature in southern Indiana since 1990. Sycamore pursues the acquisition of land and conservation easements through donation and purchase, and currently protects more than 80 properties totaling nearly 10,000 acres. Sycamore manages the land we own for the preservation and restoration of natural habitats, and for low-impact public use where appropriate. We also offer an extensive environmental education program that reaches thousands of participants a year.

We are a small but mighty staff committed to Sycamore's role as a conservation leader in Indiana. We value team players who are eager to work with a broad diversity of colleagues, collaborators, and donors. Sycamore staff and our dedicated board of directors are passionate about the power of conservation to transform landscapes and protect nature for future generations. The ideal candidate is self-motivated, hard-working, flexible, and friendly, with a positive attitude and a belief that the work we do matters deeply.

### Position Summary

We seek a full-time Land Preservation Director to play a key role in Sycamore's land protection efforts, including the evaluation and completion of new projects as well as the management and monitoring of existing nature preserves and conservation easements. Joining a staff of six other full-time employees, this position works closely with the Executive Director and Land Stewardship Manager to fulfill Sycamore's land protection goals and to meet Land Trust Alliance accreditation requirements related to land stewardship and acquisition.

In addition to the specific responsibilities, skills, and qualifications outlined below, the Land Preservation Director must work well in a small staff environment, and possess the enthusiasm and flexibility to help a growing organization thrive. Like all other positions within the organization, occasional duties will be performed outside the position's typical scope of work. The Executive Director supervises this position. This is a full-time position with health, dental, and retirement benefits, and paid time off. Hours are flexible, with occasional work on evenings and weekends required.

### Responsibilities

- Assist with the identification and evaluation of potential land protection opportunities, in accordance with Sycamore Land Trust's criteria, goals, and mission.
- Work with private landowners, government agencies, and partner organizations on land acquisition and restoration projects.
- Manage the completion of land acquisition projects, including site inspection and reporting, board approval, title work and legal issues, conservation easement drafting, appraisal, survey, closing, and filing insurance and property tax forms.

- Maintain land project files and records in accordance with Land Trust Alliance standards.
- Assist with fundraising for land acquisition and management, including identifying funding opportunities and completing grant applications.
- Work with the Land Stewardship Manager to develop and implement management plans for nature preserves owned by Sycamore, including the restoration of natural areas and the creation and maintenance of trails and other visitor amenities.
- Perform land management tasks as needed and lead occasional volunteer workdays.
- Facilitate and assist with the regular monitoring of Sycamore's conservation easements and preserves, and the maintenance of monitoring records. Establish and maintain good relationships with easement landowners and preserve neighbors.
- Represent Sycamore at meetings with other organizations and at occasional public events.

## Required Skills and Qualifications

- Bachelor's Degree in natural resources, environmental science, biology, land use planning, or a related field.
- Experience in land conservation, natural resources management, or real estate.
- Ability to interpret and evaluate real estate legal descriptions, deeds, title reports, easements, and related documents.
- Ability to evaluate the quality and management needs of natural areas in southern Indiana.
- Proficiency with Microsoft Office, email, ArcGIS, and other common computer applications.
- Excellent oral and written communication skills.
- Organized, reliable, self-directed, detail-oriented, and able to manage multiple projects simultaneously.
- Ability to establish and maintain effective working relationships with colleagues, volunteers, land owners, funders, and other organizations.
- Ability to work alone in remote natural areas, as well as in a collaborative team-based office environment.
- Physical ability to walk several miles per day over rough terrain, carry a 35-pound backpack sprayer, use power equipment such as chainsaws, and work outside in all weather conditions.
- Reliable transportation, valid driver's license, demonstrated safe driving record, and willingness to travel extensively in southern Indiana.
- Enthusiasm for land conservation and the mission, goals, and values of Sycamore Land Trust.
- Land trust experience and knowledge of Land Trust Alliance Standards and Practices is preferred.

Sycamore Land Trust is an equal opportunity employer. Salary is commensurate with experience. Please send cover letter and resume to [info@sycamorelandtrust.org](mailto:info@sycamorelandtrust.org) with "Land Preservation Director Search" in the subject line and your last name in the file names. Applications are only accepted electronically, and will be accepted through March 25, 2019. Position will remain open until filled.