



Position: **Conservation Manager**
Supervisor: Executive Director
Type: Full-time, exempt
Contact: careers@cafarmtrust.org / www.cafarmtrust.org

About the California Farmland Trust

The mission of the California Farmland Trust (CFT) is to help farmers protect the best farmland in the world. We do this by working with landowners and family farmers who want to see their productive farmland protected from urban and non-agricultural uses by putting an agricultural conservation easement on their land. CFT uses state and federal grants, mitigation funds, and donations to do this vital work.

Organizational Relationships

- | | |
|-----------------------------------|--|
| 1. Reports To: | Executive Director |
| 2. Coordinates With: | Program Associate |
| 3. Employees Directly Supervised: | N/A |
| 4. Employment Classification: | Salaried Full-Time Exempt |
| 5. Pay Grade: | Pay Grade 55 |
| 6. Other: | Works with staff, farmers, landowners, consultants, contractors, and funding entities. |

Position Summary

California Farmland Trust (CFT) is seeking an experienced, detail-oriented transaction specialist who will be responsible for overseeing the conservation easement transaction and stewardship programs. The Conservation Manager (CM) is responsible for the management, administration and stewardship of farmland conservation easements aimed at protecting agricultural land. Primary duties include coordinating with staff, consultants, title companies and others to conduct due diligence and project deliverables. Monitoring and ensuring compliance with project deadlines, preparing grant applications, baseline documentation, and other technical documents. Responsible for filing and recording documents in accordance with internal policies and accreditation standards. This person will also be responsible for directing annual monitoring for easement compliance. As a member of a small team, this position will also be called on to assist with other activities, such as events, general administration, and communications efforts as needed.

This full-time position has a hybrid work location, with a minimum required regular two days per week, spent at the offices of the California Farmland Trust in Elk Grove, CA, between the hours of 8:30 a.m. and 5:00 p.m.

Essential Functions

Manage Easement Acquisition Projects:

- Manages the activities of a project team of staff, independent contractors and service providers, to ensure all tasks move forward in a timely manner.
- Coordinate/conduct easement project due diligence tasks, including title review, environmental site assessments, and soil reports.
- Manages the drafting of land transaction documents (grant applications, baseline documentation reports, correspondence, notices, conservation easements, and purchase and sale agreements).
- Review land transaction documents (purchase and sale agreements, conservation easements, appraisal, title documents, escrow instructions).
- Responsible for submission of project grant applications and for grant reporting to public agency funders.
- Develop project timelines in compliance with grant and other requirements.
- Develop and monitor compliance with project budgets and prepare reports and invoices.
- Build and maintain lasting, positive, professional working relationships with landowners, public agency staff, and other members of the project team.
- Responsible for the proper storage of permanent documents in digital and physical files, in accordance with policies and accreditation standards.

Manage annual Stewardship and Monitoring Program:

- Coordinate staff and volunteers to conduct annual easement monitoring and reporting in compliance with deadlines.
- Manages pre-monitoring documentation.
- Responsible for managing the in-field monitoring of easements.
- Review monitoring data completed from the in-field monitoring and report to the Executive Director any issues that need further investigation.
- Responsible for preparing reports for the Executive Director and Board of Directors of any easement violations and course of corrective action.
- Work extensively with CFTs attorneys, Land Trust Alliance Commission, and the [TerraFirma] conservation easement insurance company.

Position Requirements and Qualifications

Education:

- Bachelor's degree in agriculture, conservation, land planning, or related field.
- Minimum of three years of experience in a similar role.

OR

- A two-year degree with commensurate experience, preferably with real estate transactions, conservation, or easement transactions may substitute.

Knowledge, skill, and ability requirements:

- Self-starter who works well in a collaborative/team setting and also can be independent and resourceful.
- Demonstrated ability to organize and manage multiple projects and meet deadlines, and track and follow-up on tasks assigned to other members of the project team.
- Strong attention to detail.
- Strong verbal and written communication skills, with the ability to learn and explain complex processes and concepts.
- High degree of personal integrity to maintain confidentiality.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and ability to quickly learn and implement additional software as needed.
- Able to use own vehicle for business purposes for travel throughout California (approximately 20% travel) with business mileage reimbursement. Maintains an acceptable driving record and is in compliance with all California Vehicle Code and Department of Motor Vehicle requirements for lawful operation.
- Working knowledge of production agriculture.
- Basic familiarity with land protection tools; deeds of conservation easement and legal, financial, and real estate activities involved in land protection (title reports, surveys, legal descriptions, appraisals).
- Experience with project accounting, including tracking and reporting project costs, and invoices.
- Experience working with federal, state, and local government agencies and private organizations involved in land conservation.
- Experience working for or with nonprofit organizations and familiarity with land trust operations.
- Preferred but not required, Project Management Professional (PMP) certification.

Environmental Conditions

Varied environments both indoors and outdoors, including a variety of terrains and inclement weather; works with computers extensively; uses telephone moderately. Some travel to various functions in vehicles or other transportation (20%). Maintain a flexible schedule that may involve night and weekend work (5%).

Physical Conditions and Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to:

- Sit for prolonged periods of time.

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Talk and hear.
- Stand and walk.
- Lift and/or move up to 50 pounds.
- Drive a vehicle for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The employee must also have the ability to:

- Pay attention and focus.
- Follow instructions.
- Listen to and comprehend communication from the Executive Director, Board of Directors, Trustee Council, donors, funders, vendors/contractors, and other interested parties.

Hours, Benefits, and Compensation:

The annual wage range for the position is based on the Pay Grade 55 (\$78,000-\$105,000), which is reviewed on a regular basis. The current year's minimum and maximum rates for this pay grade will be listed with all job postings, and is available upon inquiry through the Executive Director. The pay rate is based on experience. Benefits include generous medical, dental, and vision insurance, life insurance, 401(k) with a company match, plus paid holiday, vacation, and sick time. CFT also provides travel and other approved work expense reimbursement, along with training and development opportunities of benefit to the employee and CFT. This position has the option to be hybrid with a minimum required regular two days per week, spent at the offices of the California Farmland Trust in Elk Grove, CA, between the hours of 8:30 a.m. and 5:00 p.m.

To Apply:

To apply, submit your resume, cover letter, and work sample to careers@cafarmtrust.org. Applications will be reviewed on a rolling basis and the position will be open until it is filled. In your cover letter, tell us why you believe in our mission. Your work sample should demonstrate your experience with a critical duty of the position. Incomplete applications will not be considered. CFT is an equal-opportunity employer. Phone calls, in-person visits or resume status inquiries are not available due to the high applicant volume.