



JOB ANNOUNCEMENT

November 30, 2021

Open Position: **Conservation Project Manager**

Are you passionate about environmental conservation and connecting people to the outdoors? The Pacific Crest Trail Association (PCTA) is looking for someone with real estate transaction experience to join our team as a Conservation Project Manager.

The Conservation Project Manager works with private landowners, conservation partners, and public agencies to conserve land within the Pacific Crest Trail (PCT) corridor to expand access to the PCT and our public lands, enhance the viewshed and experience for trail users, and conserve important landscapes for wildlife habitat and watershed protection. Conservation projects are located along the length of the PCT in California, Oregon, and Washington. This position can work remotely with a preference for a California location.

This Position:

- Manages conservation projects by coordinating all aspects necessary for the successful acquisition and conveyance of property:
 - Relationship building and negotiations with landowners
 - Managing the due diligence process
 - Recommending funding strategies and assisting with grant writing to complete acquisitions
 - Managing the escrow and project closing process
- Researches and selects potential project opportunities in coordination with partners, staff, and the PCTA's Land Protection Advisory Council
- Maintains a GIS based inventory of private land along the PCT In coordination with PCTA's GIS Specialist
- Fosters relationships with public and private landowners, local elected officials, tribes, conservation organizations and community groups to conserve the PCT corridor
- Assists the Executive Director and CEO in managing a staff and volunteer-based Land Protection Advisory Council

See full job description on our [website](https://www.pcta.org/about-us/jobs/) at: <https://www.pcta.org/about-us/jobs/>

What Makes You a Great Fit for this Position?

- Bachelor's degree in environmental studies, natural resources, real estate, or a related field or equivalent professional training and/or experience.
- Minimum of three years of relevant experience
- Excellent interpersonal skills with the ability to build authentic relationships.
- Skillful communicator with the ability to listen
- 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



Pacific Crest Trail Association

- 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
- 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 Project Manager can work at PCTA's headquarters, located in Sacramento, California or remotely (California location preferred), under the direction of the Deputy Director. 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 Project Manager should be available to occasionally travel to the Sacramento headquarters office to attend in-person meetings. PCTA will cover travel expenses.

Salary and Benefits:

The salary range is \$65,000 - \$75,000. Starting salary is dependent on the level of experience.

Benefits include paid holidays, vacation, and sick time, health, dental, vision, life, and long-term disability. Eligible for 401(k) plan after one year of employment.

To Apply:

The deadline to apply is **January 3**. E-mail resume and letter of interest to hr@pcta.org with the subject line "**Conservation Project Manager**." Please include your name in each document (i.e., "jsmith resume," "jsmith references"). Interviews will be held in mid-January with a start date in February. A full job description for this position and more information about Pacific Crest Trail Association at www.pcta.org. For questions, contact Megan Wargo at mwargo@pcta.org.

About the Pacific Crest Trail and the PCTA:

The Pacific Crest Trail (PCT) spans 2,650 miles from Mexico to Canada through California, Oregon, and Washington. One of America's National Scenic Trails, the PCT reveals the beauty of the desert, the glaciated expanses of the Sierra Nevada, and the deep forests and commanding vistas of the Cascade Range.

The mission of the PCTA is to protect, preserve and promote the Pacific Crest National Scenic Trail as a world-class experience for hikers and equestrians, and for all the values provided by wild and scenic lands. PCTA's many stakeholders include hikers, equestrians, volunteers, members, donors, trail communities, public land managers, and many other partners. Our dedicated team includes 33 staff members and 10 current board members.



Pacific Crest Trail Association

Diversity, Equity, and Inclusion – PCTA acknowledges systemic racism and other social injustices and their impact on the PCT community. We have begun the journey of understanding racism and injustice and their impacts on people of color and others. We are committed to making change within our organization and to supporting change within the PCT community towards a more just and equitable future. See our [website](#) for more information about our commitment to diversity, equity, and inclusion.

PCTA is an equal opportunity provider.



Revision Date: November 30, 2021

Job Title: Conservation Project Manager

Supervisor: Deputy Director

F.L.S.A.: Exempt

Summary – The Conservation Project 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. Conservation projects are located along the entire length of the PCT in California, Oregon, and Washington. The location for this position is flexible with a preference for California.

Essential job functions and tasks are:

- Manages land 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
 - 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
- Researches and selects potential project opportunities in coordination with partners, staff, and the PCTA's Land Protection Advisory Council
- Maintains a GIS based inventory of private land along the PCT in coordination with PCTA's GIS Specialist
- Fosters relationships with public and private landowners, local elected officials, tribes, conservation organizations and community groups to conserve the PCT corridor
- Assists the Executive Director and CEO in managing a staff and volunteer-based Land Protection Advisory Council
- Writes or assists with federal, state and private grant applications and budgets for project funding
- Assists with the development of the annual Land and Water Conservation Fund proposals and congressional advocacy materials

Conservation Project Manager continued

- Collaborates with the Philanthropy and Marketing and Communications Teams to engage the PCT community (trail users, landowners, members, and donors) in our conservation work.
- Coordinates with PCTA Regional Representatives on land projects within their regions
- 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

Education and Training:

- Bachelor's degree in environmental studies, natural resources, real estate, or a related field or equivalent professional training and/or experience.
- Minimum of three years of relevant professional experience.

Experience and Qualifications:

- Excellent interpersonal skills with the ability to build authentic relationships
- Skillful communicator with the ability to listen
- 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 Project Manager can work at PCTA's headquarters, currently located in Sacramento, California or remotely (California location preferred), under the direction of the Deputy Director. 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 Project Manager should be available to occasionally travel to the Sacramento headquarters office to attend in-person meetings. PCTA will cover travel costs.

Conservation Project Manager continued

Equipment Used:

The Conservation Project 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 _____