

## Job Announcement

March 20, 2019

**POSITION TITLE:** Land Protection Specialist

**LOCATION:** Greenville, South Carolina

### I. POSITION SUMMARY

Upstate Forever's accredited Land Trust is seeking a Land Protection Specialist to play an integral role in its land protection program. The goal of this program is to work with willing landowners and partners using a variety of conservation tools to permanently protect rivers and streams, natural and scenic areas, farmland, and wildlife habitat. This is a full-time position, although a part-time arrangement may be considered, that reports to the Land Conservation Director.

The Land Conservation Specialist assists the Land Trust Director in achieving Upstate Forever's vision and goals for the Upstate and related strategies and initiatives associated with the Land Conservation program. A significant portion of the work of the Land Protection Specialist will be based in Greenville but will also include travel within the other ten counties in the Upstate region.

### II. KEY RESPONSIBILITIES

**Promote and Expand Land Conservation:** Using an accredited process, document and guide landowners through conservation easement transactions.

- a. Negotiate terms of conservation easements with interested landowners, draft easements, conduct due diligence and close transactions.
- b. Establish and develop strong relationships with community leaders and landowners.
- c. Prepare South Carolina Conservation Bank and other grant applications.

**Outreach:** Assist in program-wide outreach initiatives to educate landowners and their professional advisors, community groups, and elected officials about land conservation through conservation agreements.

- a. Represent Upstate Forever, its mission, and policies
- b. Assist in event planning and execution such as conferences and other educational events.
- c. Help with mailings and other outreach activities.

**Conservation Stewardship:** Help ensure that all conservation agreements are upheld by:

- a. Monitoring an assigned portion of protected properties at least once a year.
- b. Keeping professional and complete records in compliance with Land Trust Standards and Practices and Upstate Forever policies, documenting all activities on a protected property and all relevant correspondence with the landowner;
- c. Reporting any potential violations to the Land Trust Director and Conservation Stewardship Associate immediately, and;
- d. Addressing violations in accordance with Upstate Forever policies.

**Programmatic Fundraising:** Explore and pursue funding opportunities for the Land Conservation Program and related initiatives.

**Land Trust Accreditation, Standards and Practices:** Assist Land Conservation Director in upholding the accredited status of Upstate Forever's Land Trust program according to the Land Trust Alliance Land Trust Standards and Practices.

**Other Responsibilities.** Perform additional work assigned by the Land Conservation Director.

### III. ESSENTIAL EDUCATION, SKILLS, ABILITIES

**Education** – A minimum of a Bachelor's degree preferably in planning, biology, wildlife management, natural resource management, or related field. Preference will be given to candidates with studies focused on the SC Upstate.

**Preferred experience** – Progressive responsibility with a land trust program; familiarity with maintaining land trust accreditation; experience with nonprofit organizations; grant writing and reporting; real estate work or real property legal knowledge, and working knowledge of Upstate ecology, history, and issues.

**Technical skills** – highly proficient with general office and computer skills (including Gmail, Word, Excel, Acrobat). Working knowledge of and willingness to build familiarity with ArcGIS, GPS, database software, and Adobe design software.

**People skills** – a strong track record of collaboration and partnership with varying stakeholders in development of successful conservation projects; experience working effectively with landowners, board members, major donors, volunteers and other conservation organizations; ability to interact with individuals from different backgrounds, ages and socio-economic levels in a manner that positively reflects the values of Upstate Forever.

**Communication** – demonstrates success and expertise in the development and management of complex conservation and stewardship projects; expertise in systematically and thoroughly managing a dynamic portfolio of projects within defined quality assurance policies and procedures; strong speaking, writing and listening skills; able to effectively communicate the importance of Upstate Forever’s work to landowners and a high comfort level for speaking in front of groups.

**Part of a Team** – easy to approach and talk to; spends extra effort to put people at ease; can be warm, pleasant, and gracious; is sensitive to and patient with interpersonal anxieties of others; builds rapport well; is a good listener; able to work with others, respect for all team members and ability to foster and maintain an enjoyable, rewarding and productive workplace.

**Self-Motivated** – comfortable working independently on multiple projects simultaneously, strong organizational and time management skills, a commitment to accuracy and integrity in all aspects of the job.

**Travel and Mobility** – capable of independent travel around Upstate Forever’s ten-county region. Weekend work is needed on occasion, and overnight travel is rare and limited primarily to conferences and professional development opportunities. Navigating difficult terrain, avoiding potential hazards, and safely traversing a wide range of wildland and farmland conditions is frequently required.

**Benefits for Full Time Position**

1. Salary starting at \$36,500 and may be commensurate with experience
2. Health and dental insurance
3. Paid time off
4. Simple IRA with company contribution
5. Flexible workplace and scheduling
6. Mileage reimbursement for travel

Applications will be received until April 10, 2019.

**Please send your application, including a resume, to:**

Upstate Forever  
507 Pettigru Street  
Greenville, SC 29601  
[jobs@upstateforever.org](mailto:jobs@upstateforever.org)

*Upstate Forever is an equal opportunity employer. South Carolina is an “employment-at-will” state. All inquiries will be kept in strict confidence.*