



Conservation Transaction Specialist – Whatcom Land Trust

412 N. Commercial Street, Bellingham, WA 98225 www.whatcomlandtrust.org

Mission: The mission of the Whatcom Land Trust is to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship.

Position Summary: The Conservation Transaction Specialist supports Whatcom Land Trust's land and easement acquisition work under supervision of the Conservation Director. The position assists with acquisition of both fee-title and conservation easements, including the preparation and review of legal documents, records and reports. Additional responsibilities include tracking project progress, completing due diligence and baseline documentation, and maintaining digital and physical records associated with conservation transactions. The Conservation Transaction Specialist will also assist with the preparation of grants applications for acquisition projects and track grant milestones and reporting responsibilities.

Duties and Responsibilities:

Conservation Transactions (75 percent)

- Assist with fee-title and conservation easement acquisition projects for Land Trust.
- Under direction of Conservation Director, conduct or contract due diligence activities for land transactions, as per Land Trust Alliance Standards and Practices. Due diligence activities may include ordering and reviewing title reports, appraisals, surveys, environmental assessments, and other pertinent documents.
- Under direction of Conservation Director, prepare background and baseline documentation (maps, aerial photographs, zoning, land use, mineral and water rights information) for conservation properties.
- Prepare requests for proposals (RFPs) and review bids for non-real estate and professional service contracts associated with land transactions including: appraisals, environmental assessments, boundary survey, legal description/acreage verifications. Draft and track progress of associated contracts.
- Maintain meticulous recordkeeping system for conservation acquisitions in compliance with LTA Standards and Practices and Whatcom Land Trust policies and procedures.
- Using Whatcom Land Trust documents and procedures, provide initial screening of potential new conservation projects and report project evaluation to Conservation Director

Grant Assistance (25 percent)

- Under direction of Conservation Director, assist with grant development for acquisition projects including writing and preparing presentations.
- Assist in implementing and completing scope of work of awarded grants, assisting with maintaining grant tracking system, partnership agreements, applications statuses, and deadlines.

Required Qualifications:

- Bachelor's Degree (or equivalent professional experience) experience in planning, conservation, ecology, or natural resource related field
- 2 years' experience in planning, conservation, ecology, or natural resource related field.
- Excellent verbal and written communication and presentation skills.
- Ability to be flexible, multi-task, perform under pressure, and work independently and as part of a team.
- Ability to work with diverse people and develop positive working relationships with co-workers,

landowners, agencies, and other partners and stakeholders.

- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Ability to walk over rough terrain and navigate in remote areas. Access remote areas, sometimes involving traversing rugged terrain and dense vegetation.
- Ability to work independently.
- A demonstrated commitment to land conservation.
- Competent with standard computer software including MS Word, MS Excel, ESRI ArcGIS or other mapping tools, internet and email.
- Valid insurable driver's license.

Desired Knowledge, Skills and Abilities:

- Understanding and experience working with Conservation Easements.
- Experience with land protection and acquisitions.
- Grant writing experience.
- Knowledge of real estate, land use, protection techniques, and land conservation easement principles.
- Demonstrated knowledge of natural history (specifically natural communities) of northwest Washington, or a strong willingness and ability to learn.

COMPENSATION

This position is currently full time, based in Bellingham.

Hourly start is 40 hours per week at \$18-22/hour DOE.

Whatcom Land Trust provides competitive health benefits, retirement match, and vacation leave.

Reports to Conservation Director and works with staff team.

To Apply

Email a letter of interest and resume (PDF only), and contact information for minimum of three references to officemanager@whatcomlandtrust.org with "Conservation Transaction Specialist" in the subject line.

Applications are only accepted electronically. You will receive an email confirming receipt of your letter and resume. No calls please.

Whatcom Land Trust is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices. This position was opened June 1 and is open until filled. Interviews are anticipated to begin first week of July.