



# JOB ANNOUNCEMENT

## Project Manager

### October 2023

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The San Benito Agricultural Land Trust (SBALT) seeks an individual with a passion for conserving agricultural land and open space to assist the Executive Director with implementing two grant-funded programs that will expand our protected lands portfolio and represent our rural landowners' needs in a countywide fire plan.

#### HOURS AND COMPENSATION

This is a full-time, exempt position without benefits. The hours are flexible from 8am-6pm, Monday through Friday, with occasional early, late, or weekend work. The starting salary range is \$50,000 - \$60,000, depending on experience. The position is dependent upon two grants that expire in June 2025 and March 2026. Additional grant funding is required to extend the position beyond these dates.

#### OVERVIEW OF THE JOB

The Project Manager position is responsible for administering two projects – new conservation easement acquisitions and a countywide wildfire resiliency and forest health plan. This is a professional-level position that will support the organization's growth. This position reports to the Executive Director.

#### SPECIFIC RESPONSIBILITIES

- Work with SBALT staff, consultants, landowners, public agencies, and partner organizations to identify, fund, and develop land conservation projects.
- Organize and assist in the initiation, management, and completion of land conservation projects, including overseeing due diligence, collaborating with landowners on the conservation easement terms, and writing reports.
- Use Landscape software program to track and report on SBALT's land transactions, from acquisition to stewardship.
- Ensure that the acquisition process and stewardship activities comply with SBALT's policies and procedures, Land Trust Alliance Standards and Practices, and Land Trust Accreditation Commission requirements.
- Serve as a key member of the core team implementing a State Coastal Conservancy grant to develop a countywide wildfire resiliency plan.
- Help organize community workshops for the wildfire resiliency plan.
- Provide administrative support for the wildfire resiliency plan.

The Mission of the San Benito Agricultural Land Trust is to conserve regionally significant lands that sustain productive agriculture, preserve open space, and maintain the rural character of the county.

- Outreach to and work with farm and ranch landowners regarding the role of fire on their properties.
- Assess the wildfire issues that affect SBALT fee title and easement properties.
- Ensure that the interests of agricultural landowners and SBALT are represented in the final wildfire resiliency and forest health plan.
- Attend relevant staff, Board, and committee meetings.
- Other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE**

- Knowledge or experience with agriculture and/or conservation.
- Ability to communicate effectively to a wide variety of audiences.
- Ability to carry out tasks with minimal supervision.
- Exceptional attention to detail and accuracy.
- Strict adherence to confidentiality regarding donors and landowners.
- Strong interpersonal and customer service skills.
- Ability to work effectively as a team member and independently.
- Proficiency in Microsoft Word, Excel, PowerPoint, Adobe Acrobat DC, ArcGIS Online, and ArcGIS desktop.
- Valid driver's license and proof of insurance.
- B.A. degree or equivalent combination of relevant education, training, and expertise sufficient to perform the essential duties of the position.
- Ability to occasionally lift and carry objects weighing up to 30 pounds.

#### **DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE**

- Knowledge or experience with wildland fire.
- Experience using Landscape and Property Analysis Record (PAR).
- Bilingual Spanish/English speaker.

#### **TO APPLY**

Send resume and cover letter outlining how your abilities and experience fit the job description. Email Lynn Overtree at [lynn@sanbenitolandtrust.org](mailto:lynn@sanbenitolandtrust.org). No calls or drop-ins.

#### **DEADLINE**

Open until filled.