



NORTHCOAST REGIONAL LAND TRUST

Application Packet for the position of: **Project Manager**

The Northcoast Regional Land Trust (NRLT) is seeking a detail-oriented, organized, and collaborative Project Manager for a dynamic nonprofit organization focused on land conservation in northwestern California. Staff at NRLT enjoy an engaging work environment, excellent benefits, and a flexible schedule.

Staff are supported by, and get the opportunity to work with, a dynamic community of volunteers, landowners, and other land trust partners. We recognize that diverse perspectives and experience make the strongest teams and encourage people from all backgrounds to apply.

For more information, please visit: www.ncrlt.org

Availability: Position open until filled. *First review of applications will be Friday, March 28, 2025.*

Status: Full-time, 40 hours per week

Starting Pay Range: \$26-\$34 per hour, depending on experience.

Benefits: Generous combined paid holiday and vacation leave; paid sick leave; paid health insurance; up to 3% matching contribution for retirement plan (SIMPLE IRA); flexible schedule, and professional development opportunities.

About the Northcoast Regional Land Trust

The Northcoast Regional Land Trust is an accredited land trust based in Arcata, California. Since its founding in 2000, NRLT has protected over 66,000 acres of forest, farms, oak woodlands, wetlands, and range – lands that sustain our human communities, support rural livelihoods, and safeguard important habitats. We also seek to connect more people with the land, support our region's producers, restore diverse habitats, and inspire the next generation of land stewards.

With more land conservation projects in the works than ever before, new stewardship and restoration activities, and engaging education and community-centered conservation programs, we look forward to welcoming new team members who can hit the ground running during a very busy and exciting time and contribute their expertise to help grow the organization.

Position Summary:

The Project Manager is responsible for the development, implementation, management, and completion of complex land conservation, acquisition, and habitat restoration projects. Specific duties include overseeing a significant coastal aquatic habitat restoration project alongside other construction and restoration projects, preparing grant applications and environmental reports, negotiating and drafting conservation easement terms, commissioning and overseeing the preparation of independent appraisals and other technical reports, and assessing the conservation merits of prospective projects. Field work is seasonally variable and typically concentrated in the summer. Overall, Project Managers can expect to spend an average of 10% of their time in the field. The Project Manager reports to the Executive Director and works collaboratively with other NRLT staff. This position requires a person who is organized, detail-oriented, team-driven, technologically savvy, enthusiastic and patient, and thrives in a dynamic environment.

Essential Job Functions: Land Conservation & Stewardship

- Work with landowners, agencies, and other partners to identify, fund, and develop conservation easements, habitat restoration, and other conservation projects.
- Oversee the initiation, management and completion of land conservation and habitat restoration projects including project due diligence, grant writing and management, contract development and management, budgeting, mapping, report writing, conservation easement negotiation and drafting, and field-based data collection.
- Obtain, organize, analyze, and maintain information regarding land management, biological resources, uses, and activities for conserved properties.
- Support and oversee stewardship of conservation easement and fee title properties.
- In collaboration with outreach and development staff, support the creation of engaging communications to convey the story of land conservation to the public through a variety of channels including NRLT's newsletter, website, and social media.
- Coordinate and present periodic educational and interpretive events to landowners, project partners, and other members of the public.

Organizational Responsibilities

- Professionally represent NRLT in a variety of settings and situations.
- Develop and maintain positive, effective working relationships with fellow staff, donors, board members, landowners, contractors, and other community partners.
- Attend, participate in, develop materials for, and lead relevant staff and committee meetings.
- Participate in professional development activities, trainings, and conferences.
- Implement and oversee compliance with Land Trust Alliance Standards & Practices, Land Trust Accreditation Commission requirements, and NRLT strategies, policies, and procedures.
- Manage organizational, personnel, and donor information with appropriate sensitivity, discretion, and confidentiality.
- Other duties as needed or assigned.

Qualifications

The Project Manager will possess the combination of education, experience, skills, and abilities necessary to carry out the duties of this position including:

- A genuine interest and enthusiasm for the conservation of wild and working lands.
- Bachelor's degree or equivalent experience (e.g. Natural Resources, Fisheries, Biology, Forestry, Range Management)
- Minimum 2-3 years in progressively responsible positions; preferably with an organization of similar scope and complexity.
- Familiarity with principles and practices of land conservation, environmental and land use planning, and natural resource management.
- Experience writing grant proposals; experience administering grants and project budgets.
- Ability to interpret laws, ordinances, codes, rules, and regulations relating to land use issues.
- Ability to perform duties with a high degree of self-direction and minimal supervision.
- Proven project management skills and the ability to manage multiple priorities simultaneously.
- Strong organizational and time management skills, with keen attention to detail.
- Strong GPS, GIS, and mapping skills; familiarity with ArcGIS; and ability to produce, read and interpret maps.
- Strong field, research, data analysis skills.
- Ability to maintain a collaborative, professional work environment.
- Commitment to work with sensitivity and without discrimination towards peoples of diverse perspectives, cultures, races/ethnicity, socio-economic positions, ages, religions, genders,

- physical/mental challenges/disabilities, and sexual orientations.
- Excellent written and verbal communication skills, with the ability to effectively communicate complex ideas to a diverse range of audiences.
 - Excellent computer skills including word processing, spreadsheet creation and maintenance; use of online resources for research, communication, and cloud-based file sharing; familiarity with Windows OS, Microsoft Office (particularly Excel and Word), ArcGIS, and Adobe Acrobat.
 - Preferred familiarity with managing construction and/or restoration projects including permitting, contracting, and general oversight responsibilities.
 - Preferred familiarity with real estate transactions including appraisals, title work, legal property descriptions, due diligence, escrow, and closing.
 - Preferred familiarity with forest, agricultural, and/or rangeland management; preferred knowledge of forestry practices and regulations.
 - Experience with social media and communications a plus.

Physical Requirements and Travel:

- Able to remain in a stationary position for extended periods; to read a computer screen; and manual dexterity to operate a keyboard.
- Able to spend occasional long days in the field, drive long distances to remote locations, operate four-wheel drive, and hike in steep and uneven terrain.
- Occasional work during evenings and weekends, and occasional travel within or outside of Humboldt County.
- Able to occasionally move or transport objects weighing up to 30 pounds.
- A valid California Driver's License and current auto insurance.
- Ability to arrange transportation for duties that may be required in the performance of the job.

Supervision of Others:

- Responsible for overseeing volunteers, interns, contractors, and/or staff.

Location:

- At NRLT's office in Arcata, California. A partially remote/hybrid schedule may be permitted once an employee has demonstrated strong performance and an ability to work independently offsite and manage a team successfully.

How to Apply for the Position:

Position open until filled. First review of applications will be Friday, March 28, 2025.

Applicants must submit the following via email as a combined PDF, to jobs@ncrlt.org:

1. Completed application cover sheet (see attached)
2. Cover letter
3. Resume
4. List of at least three professional references



NORTHCOAST REGIONAL LAND TRUST

APPLICATION COVER SHEET

Position: Project Manager				
Name (Last)	(First)	(Middle Initial)	Primary Telephone ()	
Address (Mailing Address)	(City)	(State)	(Zip)	Other Telephone ()
E-Mail Address				
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I understand that this position may require driving and I am able to furnish a valid driver's license and proof of auto insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Work Start Date (<i>When will you be available to start work?</i>):				
How did you hear about this position?				

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment. I understand that all information on this job application is subject to verification and I agree that you may contact references and educational institutions listed on this application.

Signature of Applicant _____ Date _____