



**Little Forks Conservancy Position Description Land  
Conservation Specialist  
Full-Time Non-Exempt Employee**

**Role Description:** The Land Conservation Specialist (LCS) is a crucial role at Little Forks Conservancy (LFC) and performs duties and tasks associated with developing, structuring, and closing land protection projects and managing our existing portfolio of conservation easements. Projects include conservation easements and the acquisition of nature preserves. The LCS also helps communicate LFC's mission and work to the public and participates in partnerships and community presentations. The LCS reports to the Executive Director and works collaboratively with other Little Forks staff members. The LCS will assist with the Little Forks Conservation@Home program and other community conservation projects.

**Duties and Responsibilities:** This is a full-time position. Some evening and weekend work may be necessary. The ability to traverse varied terrain on foot is essential to this position. The Land Conservation Specialist will perform the following tasks as part of their regular work schedule.

**Land Protection:**

- Meet with landowners, conducts site visits, and evaluates property's potential for conservation easement or land protection options.
- Drafts conservation easements under the supervision of the Executive Director and in collaboration with Little Forks staff
- Develops land protection projects aligned with our Strategic Conservation Plan with input from the Land Committee and Executive Director.
- Completes fieldwork, baseline document reports, maps, and ecological assessments of potential conservation properties.
- Assists in the creation of promotional materials for land conservation efforts.
- Writes and submits grant applications in support of land protection efforts in our region.

**Stewardship and Defense of Conservation Easements:**

- Manages the existing conservation easement program, including monitoring of conservation easements through annual site visits to properties
- Assists with landowner communication, including violations, enforcement, and outreach.

**Conservation Program Support:**

- Collaborates with Preserve and Volunteer Manager on projects related to Little Forks'.
- Provides aid and input to the Stewardship Committee.
- Develops, maintains, and strengthens working relationships with conservation partners and collaborations.
- Represents Little Forks at outreach events throughout our service area.
- Completes additional tasks as assigned that support Little Forks' mission.

**Minimum Qualifications:**

- Working knowledge of land conservation, real estate transactions, and/or natural resource management.
- Field knowledge of ecosystems, flora and fauna of the Great Lakes region.
- Outstanding written and verbal communication skills.
- The ability to develop and continue positive relationships with landowners over extended periods.
- A desire to work outdoors in all seasons and adverse climatic conditions.
- Outstanding attention to detail and a demonstrated commitment to timely completion of projects.
- A valid MI driver's license and the ability to safely operate motor vehicles.

**Preferred but not Required Qualifications:**

- Bachelor's degree in a field related to land conservation.
- Experience utilizing Geographic Information Systems and mapping skills, and Landscape Conservation Software.
- Working knowledge of Land Trust Alliance Standards and Practices.

**Compensation:** Range is between \$37,500 – \$48,500 depending on experience. Compensation package includes partially funded health care with dental and vision, life insurance and vacation, and a 3% matching 403 (b) retirement plan.

**How to Apply:** For consideration, submit a cover letter and resume to the following e-mail address [apply@littleforks.org](mailto:apply@littleforks.org). All documents should be in either PDF or Word document format. Only electronic submissions will be accepted. Applications will be accepted through July 19, 2021, or until the position is filled.

Please do not inquire about this position by phone directly to the organization, or via social media.

The Little Forks Conservancy, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Little Forks is also committed to compliance with all fair employment practices regarding citizenship and immigration status.