



JOB ANNOUNCEMENT: CONSERVATION PROJECT MANAGER

March 2025

The Monadnock Conservancy, a nonprofit conservation land trust serving the Monadnock region of southwestern New Hampshire, seeks qualified candidates for the full-time position of Conservation Project Manager to join a staff of ten in our Keene, N.H. office. The Conservation Project Manager works alongside and under the leadership of the Land Protection Director, performing similar duties to advance the goals of the land protection program.

Founded in 1989, the mission of the Monadnock Conservancy is to work with communities and landowners to conserve the natural resources, wild and working lands, rural character, and scenic beauty of the Monadnock region. We care for our conservation lands, and we engage people in ways that strengthen their communities and their connections to the land. We conserve forests, farms, wildlife habitats, trails, and waterways that define our region's unique rural character. As the first land trust in New Hampshire accredited by the Land Trust Accreditation Commission (in 2008), we have protected more than 23,000 acres in 39 towns. We also work with landowners and partners to educate and support the broader community of the Monadnock region.

Position Summary

The Conservation Project Manager is responsible for managing, developing, soliciting and completing conservation easement and fee-land projects, including complex projects that may require extensive and diverse fundraising. This position requires: strong attention to detail; knowledge of real estate transactions; and extensive communication with landowners, partners, funders, and consultants. A successful applicant will have a proven track record of project management and fundraising achievement.

Specific responsibilities

- Researching and carrying out all phases of land protection projects, from initial outreach and landowner negotiation through supervision of surveyors, attorneys, appraisers, and other consultants
- Drafting and negotiating conservation easement and fee deeds and other legal documents
- Fielding new project inquiries by telephone, email, and in person, including initial research and landowner education
- Developing targeted new projects in priority areas, often by contacting landowners who had not yet considered conservation options
- One-on-one guiding and educating of landowners about conservation options
- Conducting fieldwork to identify and document conservation values, and basic GIS analysis and mapmaking of the same
- Office research, including deed research and other due diligence
- Consulting with stewardship staff on easement terms and potential stewardship issues

- Partnering with municipal conservation commissions, raising private and municipal funds, and increasing community support for conservation
- Project fundraising, including grant research and writing to federal, state, and private funders, and some major donor fundraising in collaboration with development staff
- Planning, preparing, and delivering educational workshops and presentations to partners, colleagues, municipalities, and lay audiences
- Planning and leading interpretive hikes and other outdoor events for funders, partners, and the general public
- Maintaining compliance with Land Trust Accreditation Commission requirements
- Representing the organization on local boards and coalitions focused on conservation, agriculture, or other related topics, as opportunities arise

Minimum qualifications

- 2-5 years prior experience in land conservation transactions (including deed drafting) or project management in a related field
- Ability to handle multiple projects and program responsibilities simultaneously
- Excellent oral and written communications skills, especially letter writing; ability to explain complicated concepts to a variety of audiences
- Resourcefulness, self-motivation, and ability to work both independently and collaboratively
- Excellent interpersonal skills and the ability to work productively and respectfully with co-workers, landowners, volunteers, partner organizations and other stakeholders
- Appreciation for the importance of diverse community engagement and broad public support in successful land conservation
- Open, critical, and humble mind; respect for opposing viewpoints
- Confidence in negotiations and with building new relationships
- Personal passion for land conservation and its importance to human quality of life
- Record of successful fundraising for land conservation or similar fields
- Patience, positive attitude, and sense of humor
- Compassionate and trustworthy demeanor
- Physical ability to hike across rough terrain and navigate off-trail using GPS, map and compass
- Proficiency in Microsoft Office, the Windows operating system, and Adobe Acrobat
- Experience with ArcGIS Pro software, including basic map-making and analysis
- Valid driver's license and reliable personal vehicle for work use

Desired qualifications

- Applied knowledge and appreciation of Land Trust Alliance Standards and Practices
- Familiarity with New England's landscape, biota, natural history, and ecology
- Broad-based knowledge related to working lands (agriculture & forestry).

Working conditions and physical requirements

Work will be based out of the dog-friendly Monadnock Conservancy office in Keene, with time in the field visiting landowners and assessing properties, including traversing rough, uneven terrain in all weather conditions. A hybrid work schedule is acceptable, but some in-office attendance is mandatory. Occasional coverage of evening and weekend events and meetings may be required (average 2 days per month).

Compensation

This position is full-time and salaried. Compensation range is \$60,000-\$65,000/year, commensurate with experience. Benefits include paid medical and vacation leave, paid holidays, paid sabbatical eligibility, group health insurance (including dependents), flexible spending account, 403(b) retirement plan eligibility with employer match, and employer-paid term life and disability insurance.

Equal Employment Opportunity

The Monadnock Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote, and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disability, veteran status, or other status protected by law.

The Monadnock Conservancy recognizes and honors diverse cultures and traditions. It proactively seeks employees for all aspects of its work from varied backgrounds for the greater enrichment of the organization. It is the goal of the Conservancy to have employees, supporters, volunteers, and a board of trustees that reflect the diversity of race, ethnicity, and other demographics in our service area, and for Conservancy programs to encourage involvement of groups that are historically underrepresented in land conservation.

To apply

Applications will be reviewed starting April 28, 2025. The position will be open until filled. Please send a resume, cover letter, and three professional references via email to cpmsearch@MonadnockConservancy.org with the subject line "Conservation Project Manager job opening". Questions will be accepted at this email address.