



Posted Oct. 6, 2023

1488 S. Main Street
Salt Lake City, UT 84115
www.UtahOpenLands.org

Job Title: *Land Protection Programs Specialist*

Salary range: \$42,000 - \$50,000 (dependent upon requisite skills and/or experience)

Location: Salt Lake City, UT Office

Reports to: Executive Director

Status: Full Time Exempt/Salaried position

Deadline: Open until filled.

If you want to make a difference, Utah Open Lands may be the right fit for you! As the premier statewide homegrown land trust in Utah, your job will help to leave a legacy of recreational opportunity, wildlife habitat, heritage and open land for the next generation. Join Utah Open Lands to begin protecting the lands we all love.

Who We Are:

Utah Open Lands (UOL) is a 501(c)(3) nonprofit Land Trust Alliance-Accredited land trust. **Our mission is to preserve, protect and steward open space in order to maintain Utah's natural heritage and quality of life for present and future generations.** This is achieved by assisting private landowners, government agencies and communities in the voluntary preservation of the agricultural, scenic, recreational, historic and wildlife values of open land. Utah Open Lands works with landowners and partners across the state - helping individuals, families, municipalities, and organizations realize their conservation aspirations.

Utah Open Lands is dynamic and successful local land trust founded in 1990 with over 100 easement projects and over 60,000 acres of open space throughout the State of Utah. Utah Open Lands deploys various conservation tools including conservation easements, land acquisitions, habitat restoration, and support of local, state, federal conservation efforts throughout Utah to accomplish our mission.

Utah Open Lands is an equal opportunity employer and committed to building a diverse workforce. We are committed to equity as a core organizational value. Applicants should be able to demonstrate a commitment to issues of diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply for this opportunity.

The role:

Utah Open Lands is seeking an enthusiastic professional for the position of ***Land Protection Programs Specialist*** to join our passionate team!

Core Responsibilities:

The ***Land Protection Programs Specialist*** will assist in identifying, implementing, and completing conservation projects and transactions that allow Utah Open Lands to accomplish ambitious and vital conservation goals.

Managing the transaction process for all incoming conservation easements projects, ensuring all activities are completed in a timely manner, and reviewing all due diligence items, scientific evaluation, collaboration, communication, and relationship building in order to foster an ethic of care and advance our overall regional impact.

Responsibilities:

- Building agency relationships, grant opportunities, funding strategies to facilitate successful land protection projects.
- Negotiating complex land transactions,
- Overseeing due diligence and generating baseline documentation.
- Mapping, the management of datasets in ArcGIS mapping software.
- In take landowner inquiries and landowner worksheets for potential conservation projects.
- Use ArcGIS for data collection and editing, georeferencing, and map creation.
- Write and submit public and private conservation grants.
- Secure local and state funding for conservation projects.

Conservation Duties

- Be accountable for strategic financial approaches for securing conservation goals, i.e., identifying appropriate grant opportunities.
- Work with Utah Open Lands team to identify, implement, and communicate conservation opportunities and outcomes that advance our vision and mission.

Transaction Duties

- Identify and pursue sources of project-specific funding from public agencies, private foundations, and other sources; preparation of grant applications.
- Completing technical grant applications for specific projects administered by the position.
- Ensures acquisition records are properly created and maintained in accordance with UOL's filing system and permanent records in compliance with adopted standards and policies.
- Detail compliance of land conservation transaction related policies and procedures, including maintaining processes to uphold Land Trust Alliance Accreditation.
- Oversee prioritization of potential projects in coordination with staff, Directors, and the Executive Director.

Team Membership

- Uphold our values, equity commitments, diversity goals, and commitments for strong relationships.
- Continuously improve leadership skills and effectiveness.
- Abide by and uphold all UOL policies and procedures, LTA Standards and Practices, and any other industry best management practices.
- Participate in staff meetings, Events, committee/board meetings when necessary.
- Prepare materials for board approvals and updates at the direction of the Executive Director.
- Strategic and operational decisions should advance the values, vision, and mission of Utah Open Lands. This will require you to embed the organization's values throughout your work; modeling excellence, accountability, integrity, collaboration, and innovation, and centering on a commitment to equity.

Relationships

- As a part of the Utah Open Lands team, all members are expected to work collaboratively to achieve successful organizational outcomes by developing strategic priorities and ensuring decisions are based on both sound conservation science and strong relationships.
- Cultivate individual relationships with key external partners.

Competencies Required to Perform this Job

- Values-based leadership skills.
- Strength in strategic thinking and operational delivery of strategic goals.
- Ability to communicate with landowners, the public, committees, boards and media verbally/in person and in writing.
- Culturally astute and responsive with a strong appreciation for and comprehension of cultural, racial,

and personal diversities – the candidate must have skills in identifying issues and promoting inclusion and responsiveness in all aspects of their work.

- Ability to undertake short-term projects as needed, and/or in cooperation with other Team Members.
- Aptitude for building support and rapport with others, ability to work collaboratively.
- High ethical standards.
- The ability to work independently and be accountable to deadlines while managing time effectively with minimal supervision.
- Ability to understand dependencies between your team’s work and the work of others.

Requisite Qualifications

Necessary

- Bachelor’s degree or higher, in a relevant field (land conservation, natural resource management, environmental management or sciences).
- Proficient with ArcGIS mapping software, managing and datasets.
- Valid Driver's License required.
- A knowledge of wildlife biology and conservation and/or recreational planning.

Preferred

- 2-3 years experience working on conservation land transactions or complex projects.
- Experience working with conservation easements, land trusts, and natural resource management

This role is a full-time permanent position. This role will require the ***Land Protection Programs Specialist*** to manage their workload to accommodate the flexibility needed to work some evenings and weekends. The role will require travel at times across the Utah Open Lands service area, and the physical ability to traverse various terrain. This includes wetlands, metro-urban communities, rural landscapes, forests, and steep, uneven landscapes.

Salary and Benefits

Utah Open Lands offers a competitive salary, benefits package, and a supportive and positive work environment. The full salary range for this position is \$42,000 – 50,000 (dependent upon requisite skills and experience).

The Land Trust benefits package includes health insurance, generous paid vacation, holidays, and sick leave. We also offer a generous match (up to 6% of annual salary) to an individual 401(K)-retirement plan after two complete years of service. Employees are allowed to bring well-behaved dogs to work. Healthy and happy staff are an important element to our success, we also provide remote work options for a day a week.

Application Instructions

The position is open until filled. Applicants need to submit ALL of the following to be considered: 1) a cover letter, 2) resume, 3) list of three references (references will not be contacted unless you are selected for a final interview; and 4) answers to the question below* by email to: Alli.Eroh@UtahOpenLands.org with the subject line: ‘Land Protection Program Specialist’.

- *1. Why does conserving land, water, and nature in Utah matter to you?
2. Please describe your experience relevant to the position’s Core Responsibilities.
3. Why are you interested in working for Utah Open Lands and where do you see yourself in 5 years.