



# EAST COOPER LAND TRUST

*Our Present for the Future*

## **JOB POSTING**

10/19/2018 Mount Pleasant, SC - **Land Conservation & Stewardship Specialist**

East Cooper Land Trust is a community-supported organization devoted to conserving land to benefit people and the environment both now and forever.

The accredited land trust works with willing landowners and partners using a variety of conservation tools to permanently protect natural and scenic areas, farmland, trails, public gathering areas, public parks, water access, and areas of historic and cultural significance. What sets East Cooper Land Trust apart from other land trust's in the area is the focus on urban/suburban land in a specific geographic area and the connection between people and nature. Fourteen of East Cooper Land Trust's 22 conserved properties have full public access.

The accredited land trust is seeking a Land Conservation & Stewardship Specialist to play an integral role in its land conservation and stewardship programs. This is a full-time position, although a part-time arrangement may be considered, that reports to the Executive Director. The Land Conservation & Stewardship Specialist assists the Executive Director in achieving East Cooper Land Trust's vision of leading the most important and ambitious conservation effort for the East Cooper area, which includes about half of Charleston County and a small portion of Berkeley County, South Carolina. For more information, please visit our website: [eastcooperland.org](http://eastcooperland.org)

## **KEY RESPONSIBILITIES**

**Promote and Expand Land Conservation:** Using an accredited process, document and assist Executive Director with land acquisition and conservation easement transactions.

- Conduct due diligence and prepare documentation for land transactions.
- Establish and develop strong relationships with landowners.
- Prepare and explore grant funding opportunities for land acquisition and easement purchases.

**Outreach:** Assist in program-wide outreach initiatives to educate landowners and their professional advisors, community groups, and elected officials about land conservation through conservation agreements.

- Represent East Cooper Land Trust, its mission, and policies.
- Organize and lead volunteer groups to implement enhancement projects and educational events on our protected properties.
- Prepare written statements about land projects to be used in outreach efforts.

**Conservation Stewardship:** Help ensure that all conservation agreements are upheld.

- Monitoring each of East Cooper Land Trust's 22 protected properties at least once a year.
- Creating annual monitoring and baseline documentation reports that document the condition of conserved properties.
- Keeping professional and complete records in compliance with Land Trust Standards and Practices and East Cooper Land Trust policies, documenting all activities on a protected property and all relevant correspondence with the landowner.
- Reporting any potential violations to the Executive Director.

- Identifying opportunities for enhancement of conserved properties to encourage public access.

**Land Trust Accreditation, Standards and Practices:** Assist other staff in upholding the accredited status of East Cooper Land Trust according to the Land Trust Alliance Land Trust Standards and Practices.

**Other Responsibilities.** Perform additional work assigned by the Executive Director.

## **EDUCATION, SKILLS, ABILITIES**

**Education** – A minimum of a Bachelor’s degree preferably in planning, environmental science/studies, wildlife management, natural resource management, or related field.

**Preferred experience** – Progressive responsibility with a land trust program; familiarity with maintaining land trust accreditation; experience with nonprofit organizations; grant writing and reporting; real estate work or real property legal knowledge, and working knowledge of coastal South Carolina ecology, history, and issues.

**Technical skills** – highly proficient with general office and computer skills. Working knowledge of and willingness to build familiarity with ArcGIS.

**Communication** – demonstrates success and expertise in the development and management of complex conservation and stewardship projects; strong speaking, writing and listening skills; able to effectively communicate the importance of East Cooper Land Trust’s work to landowners and a high comfort level for speaking in front of groups from different backgrounds, ages and socio-economic levels in a manner that positively reflects the values of East Cooper Land Trust.

**Self-Motivated** – comfortable working independently on multiple projects simultaneously, strong organizational and time management skills, a commitment to accuracy and integrity in all aspects of the job.

### **Benefits for Full Time Position**

- Salary commensurate with experience
- Paid time off including federal holidays
- Flexible workplace and scheduling
- Mileage reimbursement for travel over 30 miles/day

## **TO APPLY**

Please send resume and references to Catherine Main, [catherine@eastcooperland.org](mailto:catherine@eastcooperland.org)

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