Title: Conservation Coordinator

Supervisor: Land Conservancy Director

Location: Tall Timbers • Tallahassee, Florida

Job Classification: Permanent, Full Time

About Tall Timbers
For over 60 years, Tall Timbers has served the Greater Red Hills region and beyond with research, conservation, and education focused on prescribed fire, wildlife, and management of southeastern ecosystems, especially upland pine savannas.

For more information about Tall Timbers: talltimbers.org

About the Land Conservancy
The Land Conservancy, a division within Tall Timbers, was established in 1991 to ensure the sustainability and conservation of natural habitats, cultural resources, and compatible rural land uses. Tall Timbers has conserved over 156,000 acres with 132 landowners utilizing conservation easements, making it one of the largest regional land trusts in the Southeast. These conservation easements conserve some of the South’s best-remaining longleaf pine savannas; cypress-dominated wetlands; miles of river frontage along the Flint, Ochlockonee, and Aucilla Rivers; scenic canopy roads, and historic sites. Our successes are due to the visionary leadership and conservation ethic of landowners, strong public support, and the dedication of the staff. Tall Timbers is a committed land trust that has adopted the Land Trust Alliance’s Standards and Practices and is an accredited land trust by the Land Trust Accreditation Commission.

About the Position
Tall Timbers is seeking a motivated individual to be part of a team working together to increase the pace of land conservation throughout North Florida and South Georgia with a focus on conservation easements. The Conservation Coordinator will be involved in all aspects of project development, from landowner engagement to conservation easement negotiations, while ensuring compliance with Land Trust Standards and Practices. The Conservation Coordinator will also facilitate land management support for our conservation easement landowners and members through existing and new grants. The position will work
closely with the Land Conservancy Director to pursue funding to grow the success of our land conservation program. As part of Tall Timbers, the Conservation Coordinator will be involved with outreach and advocacy for land conservation and stewardship.

**Position Responsibilities:**

- **Coordinate Conservation Easement Program** – Seek potential conservation easement projects in areas of strategic importance, meet with prospective conservation easement landowners, and educate them about the procedures, benefits, and costs associated with a conservation easement. Oversee all aspects of project development, including, but not limited to, biological surveys, management plan drafting, and conservation easement review. Ensure that all conservation easement projects comply with Tall Timbers’ policies and Land Trust Alliance Standards and Practices.

- **Promote Land Conservation Projects** – Assist landowners in pursuing governmental programs that financially support land conservation and management projects in the Greater Red Hills Region. Pursue external funding sources that increase and encourage land conservation projects. Assist the Land Conservancy Director with implementing the Red Hills Land Conservation Opportunity Fund.

- **Land Conservation Grant Administration and Development** – Provide administrative oversight, including staff supervision, communications/outreach, outcomes monitoring, and technical assistance for the Natural Resource Conservation Service-Regional Conservation Partnership Program (NRCS_RCPP) grant. Maintain communication between Tall Timbers and national, state, and local NRCS staff. Pursue grants and other funding opportunities to support land conservation, natural resource management, and/or regional planning.

- **Advocate for Land Conservation** – Work with governmental agencies and nongovernmental organizations to advocate for land conservation in the Greater Red Hills, Florida, and Georgia.

- **Extension Services, Communications, and Outreach** – Coordinate and participate in tours and programs for groups and organizations that support Tall Timbers’ mission. Assist in providing content for Tall Timbers publications, website, and other media outlets. Provide extension services to Tall Timbers membership regarding land conservation and other areas of expertise.

- **General Support for Tall Timbers** – Assist in jobs and duties as appropriate and requested by the Land Conservancy Director or the President/CEO.
Qualifications and Experience

- Minimum education requirement:
  - Bachelor of Arts or Science with at least five years of related experience, or
  - Master of Arts or Science, JD, MBA, and at least two years experience,
  - Degrees relevant to the position include, but not limited to, natural resource management, wildlife ecology, forestry, community and regional planning, real estate, business, environmental policy, and law
  - Other postsecondary degrees/certificates with extensive experience may qualify

- Experience with conservation easements and land transactions
- Ability to pursue and administer grants and other external funding sources
- Project management experience, including complex transactions
- Strong interpersonal skills and the ability to communicate with landowners, land managers, attorneys, Board and Committee members, and other staff.
- Familiarity with prescribed fire, forestry, and natural resources management
- Experience with property research, title review, mapping, and GIS skills
- Supervisory experience
- Excellent writing and communication skills
- Interest in being actively involved with the land conservation community
- Excellent attention to detail and an ability to stay organized
- Must be self-motivated and willing to work independently
- Willingness to work outdoors in varying conditions and not deterred by heat, ticks, bugs, or snakes.
- An interest in Southeastern ecosystems, flora, and fauna
- A passion for being a resident of the Greater Red Hills region
- APPLICANT MUST HAVE A CLEAN DRIVING RECORD

Salary and Benefits

- Salary range: $60,000 – $85,000, depending on experience.
- Benefits include health and dental insurance, retirement, paid vacation, and sick leave

Application

1. Cover letter including 1) your interest in the position and 2) your perspective on why you are qualified for the job
2. Resume or CV

If an interview is requested:

1. Contact information for three or more professional references
2. A writing sample, social media content, or creative piece that highlights your abilities

Email all documents as PDF files to swell@talltimbers.org

Position Inquiries:
Shane Wellendorf, Land Conservancy Director
Tall Timbers Research Station and Land Conservancy
13093 Henry Beadel Drive
Tallahassee, Florida 32312
swell@talltimbers.org

**Deadline:**
Application deadline: July 24, 2023. **Applications will be reviewed upon receipt, so a prompt submission is recommended.** Desired start date: September 1 or sooner.