Northwest Florida Land Protection Associate

Job Location: Northwest Florida
Salary: 45-55k DOE
Benefits: Health Insurance, Dental, Vision, 403b Retirement Plan, Generous PTO and Holidays
Full-time: Exempt
Timeline: Open until filled

About Conservation Florida
Conservation Florida is a statewide accredited land conservancy with a mission to save Florida’s natural and agricultural landscapes for future generations. Our conservation projects support Florida’s native plants and wildlife, fresh water, the protection of the Florida Wildlife Corridor, family farms and ranches, the economy, and nature-based recreation. Since our founding in 1999, Conservation Florida has prioritized strategic and evidence-based land protection and has saved over 30,000 acres of critical habitat through acquisition, facilitation, and incubation of conservation projects.

We save land by developing conservation strategies, exploring funding sources and purchasing or accepting donations of land and conservation easements. Our other services include providing expertise to guide landowners through the land protection process, serving as a trusted community partner to support statewide land conservation and promoting land conservation through effective education and advocacy. Our vision is large-scale, and we are 100% committed to conservation in the state of Florida – for nature, for people, forever!

Job Description
We are hiring a regional Land Protection Associate to work from Pensacola to North Central Florida.

The Land Protection Associate works closely with our Land Protection team to oversee a portfolio of real estate transactions including conservation easements, land purchases, and land donations. They will build solid relationships with potential landowners and agencies and be a good partner to the appraisers, surveyors, and others we work with to meet our goals of permanent conservation and positive community impacts on important lands in Florida. We’re looking for a person with a deep passion for our mission who wants to save Florida’s special places—both natural and agricultural.

Responsibilities

Land Protection:
- Works in all phases of land acquisition projects and programs, including conservation project background research, title investigation, natural, agricultural, and cultural resources; outreach to landowners, governmental agencies, non-profit partners, and community groups; and coordination with title companies, appraisers, surveyors and other due diligence consultants.
- Successfully brings land conservation deals to completion to meet goals and targets.
- Supports legal analysis on land protection projects including tracking critical project dates, due diligence review, real estate closing preparation and other responsibilities.
- Assists in research, development, writing, and management of public and private grant applications for land protection projects and programs.
- Supports development of land protection plans and priorities.
• Responds to inquiries by and conducts strategic outreach to individuals, community groups and government agencies regarding land protection projects.
• Prepares high-quality maps, graphic, and written materials for presentations and other project related needs; works closely with our GIS & Stewardship Manager.
• Responsible for various administrative tasks including invoice submission, project tracking, and grant reporting.
• Maintains compliance with Land Trust Accreditation Commission requirements concerning land acquisitions.
• Assists Stewardship staff in creating baseline documentation and reports and land stewardship plans.
• Assists Stewardship staff in annual monitoring for fee-owned and easement lands.
• Conducts proactive landowner outreach to build strong pipeline of land conservation projects within our target regions and priorities.
• Works independent or as needed on projects to seek grant funding for land conservation projects, initiatives, and programs.
• Maintains knowledge of real estate market within assigned area.
• Prepares and maintains real estate database including property ownership record within assigned area.

**Development & Communications:**

• Coordinates as necessary with other team members to assist with public relations, communications, and educational activities related to our conservation projects.
• Maintain data integrity for landowner records in database, accurately recording key information in Salesforce.
• Assist with the creation of monthly and ad hoc reports, and mailing lists.

**Board and Community Relations:**

• Supports board and community engagement and planning related to acquisitions.
• Manages board portal submissions and ensures board receives needed material for meetings & activities.
• Coordinates preparation and follow-up for all Board meetings, including the Board packets on land protection projects.

**Other Duties:**

• Provide support to Conservation Florida activities and campaigns as needed.
• Support the development and vibrancy of relationships with partner organizations, board members, donors, volunteers and more.
• Provide professional, quality customer service to landowners, donors, partners, volunteers, and staff.
• Follow up on contacts made by the CEO, Leadership Team; support the cultivation of ongoing relationships with landowners and partners.
• Track relationship developments in Salesforce and Clickup (e.g. adding contacts, creating accounts, updating notes).
MINIMUM QUALIFICATIONS

- Education or work experience sufficient to meet the expectations of the position.
- Experience with MS Office365; ArcGIS;
- Willing and able to drive an automobile long distances, travel as needed, and occasionally work long and nonstandard hours, such as on nights and weekends.
- Have a valid Florida driver’s license and proof of insurance.

Preferred: a proven history of success in land conservation or real estate, with an appreciation and knowledge of Florida land, habitats, real estate, and agriculture.

SKILLS AND ABILITIES

- Excellent time management skills and a high degree of organization, careful attention to detail, ability to multitask, and prioritize and manage multiple projects and deadlines.
- Ability to work with a high degree of independence, as well as part of a team.
- Flexibility and willingness to assume new tasks and special projects.
- Experience working with a remote and decentralized team.
- High energy and passion for land conservation.

HOW TO APPLY

- Apply Online: https://forms.clickup.com/f/28exp-3927/1VT7L47R1XGC8S0OPT
- Questions? Email info@conservationfla.org