

## **Position Description, Land Conservation Specialist**



Date Issued: 1/13/2025

Applications encouraged to be submitted by February 21<sup>st</sup>

\*The application will remain open until the position is filled.\*

**Position Title:** Land Conservation Specialist

**Reports To:** Executive Director

**Position Type:** Full-Time, Mostly Remote

**Position Salary:** \$60,000-\$75,000 (commensurate with experience)

### **Position Summary**

Northern Waters Land Trust (NWLT) is seeking an experienced Land Conservation Specialist to join our team. This role involves managing real estate transactions including fee title acquisitions and conservation easements aimed at protecting critical lands across north-central Minnesota. The ideal candidate will have experience in land acquisition, conservation easements, project management, and working with public funding sources and grant compliance.

### **About NWLT**

NWLT is a private nonprofit organization committed to conserving Minnesota's most vital natural lands. For over 30 years, NWLT has acquired and protected land to provide enduring benefits such as wildlife habitat, clean water, and outdoor recreation. We primarily operate within six major watersheds in north-central Minnesota, supported by grants, donations, and partnerships with public and private entities.

### **Key Responsibilities**

- **Project Management for Land Acquisition**
  - Facilitate the purchase of land or establishment of conservation easements from willing landowners, ensuring alignment with grant and public funding requirements.
  - Manage professional services required for acquisitions and easements, including appraisals, surveys, title investigations, and environmental assessments.
  - Coordinate communications with state and federal agencies, counties, townships, and receiving public agencies as it relates to land acquisitions.
  - Collaborate closely with title companies to finalize transactions, ensuring legal and grant compliance.
  - Assist in profiling completed projects for NWLT's communication channels, including news releases and social media.
- **Collaboration and Communication**
  - Build and maintain effective relationships with NWLT staff, contractors, private landowners, and federal, state and local government units.
  - Engage with landowners and stakeholders professionally to foster trust and cooperation throughout the land protection project.
  - Provide transparent updates and maintain records to support NWLT's grant and funding requirements.
- **Documentation and Compliance**
  - Ensure timely completion of projects, adhering to funding and landowner agreements.

- Follow NWLT's established acquisition and conservation easement policies, procedures to complete projects.
- Complete and file necessary project documentation to support audit trails and compliance requirements.

## **Qualifications**

### **Required:**

- Proven experience with one or more of the following:
  - (1) real estate (fee title) transactions
  - (2) conservation easements and/or
  - (3) utility leases, easements, licenses or permits. This can include title research, land surveying, drafting land leases or processing drafting and issuing environmental, land or water use permits.
- Associate degree in Natural/Environmental Sciences, Real Estate, Business or closely related field. This can be substituted for one year of experience.
- Demonstrated experience working with private landowners on complex transactions.
- Proven ability to work independently and in a team setting.
- Proven skills in problem solving for complex projects.
- Project management skills sufficient to demonstrate the ability to manage multiple projects at various stages of completion at one time.
- Demonstrated group facilitation and negotiation skills sufficient to resolve conflict.
- Ability to read aerial photos and maps, and surveys sufficient to identify physical locations of property and determine any boundary issues.
- Written and oral communication skills sufficient to write clear and effective correspondence to a highly varied clientele including real estate professionals, attorneys, utility companies, landowners, and public entities.
- Experience with MS Word, MS Excel, Adobe Acrobat, and cloud-based file storage systems.
- Valid driver's license (mileage reimbursed at the federal rate).

### **Preferred:**

- Bachelor's degree in Natural/Environmental Sciences, Real Estate, Business or closely related field
- Experience utilizing public or grant funding for real estate transactions.
- Knowledge of real estate appraisals or land valuations.
- Familiarity with GIS and related technologies.  
Knowledge of Minnesota's natural resources, geographic data, and conservation goals.

## **Working Conditions**

- For an experienced professional this position can be filled primarily working remote, with the expectation of occasional travel to the NWLT office in Walker, Minnesota, or to project sites within north-central Minnesota as needed.
- Site visits and meetings may be required for project coordination, landowner

engagement, and collaboration with local agencies and partners.

- The position offers flexibility in work location, but candidates should have reliable internet access and attend virtual meetings.

### **Compensation and Benefits**

- **Competitive Salary:** Commensurate with experience and qualifications.
- **Health Insurance:** NWLT provides a comprehensive health insurance package for eligible employees.
- **Paid Time Off:** Includes vacation, sick leave, holidays, and bereavement leave.
- **Expense Reimbursement:** Mileage, cell phone use, and internet expenses are reimbursed to support remote work and project-related activities.

### **How to Apply:**

Interested applicants should submit a resume, cover letter, and three professional reference contacts to:

#### **Northern Waters Land Trust**

Attn: Annie Knight, Executive Director

Email: [AnnieK@nwt-mn.org](mailto:AnnieK@nwt-mn.org)

Questions may be directed to: Annie Knight, Executive Director  
218-760-2359

