

Essex County Greenbelt Project Manager Position

Since 1961, Essex County Greenbelt (Greenbelt) has been working with local families, farmers and communities to protect the farmland, wildlife habitat and scenic vistas of Essex County, Massachusetts. Greenbelt has protected 17,500 acres of land and is the most active conservation organization in the region.

Greenbelt accomplishes its land conservation mission through the establishment of reservations, the use of conservation restrictions (easements) and the provision of assistance to partner organizations, state and federal agencies, local governments, and landowners. Greenbelt is currently responsible for the ongoing stewardship of 250 reservations and more than 200 conservation restrictions.

Greenbelt seeks a full time (40 hrs/week) Project Manager to support our land conservation program. The individual will:

- Utilize the full range of landowner outreach and cultivation, and conservation real estate tools to advance Greenbelt's goal of protecting another 10,000 acres in the next decade.
- Solicit donations of land and Conservation Restrictions, and negotiate, structure, and close purchases, ensuring policy and procedural compliance.
- Work closely with Greenbelt's Director and Assistant Director of Land Conservation, and Conservation Planner on project research tasks, landowner cultivation and follow up, community outreach, coordinating acquisition due diligence (including title exams, surveys, environmental reports, and appraisals), drafting and submitting state conservation land tax credit applications and the like, grant-writing, and baseline documentation reports;
- Represent Greenbelt at frequent evening and weekend events, meetings and other forums;
- Have extensive interaction with Greenbelt's Land Stewardship staff and GIS Manager, as well as development and administrative staff.
- Assist with the planning and implementation of Greenbelt's annual conservation conference

Required Qualifications:

- BA/BS or higher in a relevant field (law, conservation, environmental studies, planning or natural resources, or realtor training);
- 3-4+ years experience in land conservation for a land trust or government entity, real estate/planning/legal experience a plus;
- Strong technological skills (MS Office, GIS required, File Maker Pro desirable);

- Ability to work as part of a team as well as independently take initiative to accomplish required tasks and achieve objectives;
- Strong communication and interpersonal skills, including comfort and experience with public speaking; ability to develop and maintain effective working relationships with a variety of people;
- Excellent organizational, project management and written and verbal communication skills.
- Knowledge or experience related to documents pertaining to real estate transactions, such as deeds, title reports, purchase contracts, appraisals, surveys, etc.
- Willingness to represent Greenbelt at events; interact with a wide variety of people; and promote the mission and work of the organization.
- Good sense of humor, a desire to be part of a fun and motivated team, and ability to roll with the punches.
- Possess and maintain a valid MA driver's license and willingness to use a personal vehicle for work-related travel (with mileage reimbursement).
- Knowledge or experience related to conservation land management and stewardship, such as producing baseline documentation;
- Ability to read and understand maps and orient oneself and be comfortable traveling on foot in sometimes rough and dense forested conditions and on large rural properties.

Salary Range:

Competitive. Salary will be based on qualifications and will include excellent health and retirement benefits.

Additional Information:

This position is to be located at Greenbelt's headquarters at the Cox Reservation in Essex, MA. Greenbelt is an equal opportunity employer.

To Apply:

Please submit resume and cover letter electronically (pdf format preferred) to chris@ecga.org by June 5.