

# MONTANA ASSOCIATION OF LAND TRUSTS

## MALT MEMBERS

Bitter Root  
Land Trust,  
Hamilton

Kaniksu  
Land Trust,  
Sand Point, ID

The  
Conservation  
Fund,  
Missoula

Five Valleys  
Land Trust,  
Missoula

Flathead  
Land Trust,  
Kalispell

Gallatin Valley  
Land Trust,  
Bozeman

Montana Land  
Reliance,  
Helena

The Nature  
Conservancy,  
Helena

Prickly Pear  
Land Trust,  
Helena

Rocky Mountain  
Elk Foundation,  
Missoula

The Trust  
for Public Land,  
Bozeman

Vital Ground  
Foundation,  
Missoula

## AFFILIATE MEMBERS

Missoula County  
Community and  
Planning Services

Land Trust  
Alliance

Ducks Unlimited

Montana Fish,  
Wildlife & Parks,  
Land Program



**Glenn Marx, Executive Director 490-1659**  
**P.O. Box 892, Helena MT 59624**  
**Email: [montanamalt@q.com](mailto:montanamalt@q.com)**  
**Website: [montanalandtrusts.org](http://montanalandtrusts.org)**

June 27, 2018

The Montana Association of Land Trusts (MALT) is seeking to fill a unique position within the Montana land trust community working with the Natural Resources Conservation Service (NRCS) and within Farm Bill conservation programs.

Through a "shared position" proposal with the NRCS, MALT is hiring an employee who will work for MALT and its member land trusts, and also work with local, state and national NRCS officials to successfully implement the Agricultural Land Easement (ALE) Program in Montana. Funding for this position has been received from the National Fish and Wildlife Foundation for two years, with the possibility of extending the funding/position longer, depending on results, funding, 2018 Farm Bill provisions, and other factors.

Applicants should have private land conservation interest and some experience, experience in contract administration and government programs, and be able to occasionally travel. This position will be based in Bozeman. Other qualifications:

A minimum of a Bachelor's degree in natural resource, planning, business, organizational development or a related field.

Experience in private land conservation, agriculture, contract administration, and government operations.

An ability to exercise sound judgment, with demonstrated initiative and innovation on past jobs and/or contracts.

An ability to think strategically and creatively within regulatory processes, and able to adapt to new approaches in response to changing circumstances.

Experience and proven ability to encourage and nurture collaboration among diverse project and program partners.

An ability to adapt and thrive in a team environment and work in partnership with a variety of diverse people and organizations.

Excellent written and oral communication skills, with proven ability to convey information clearly.

Exceptional interpersonal skills with the ability, style and personality to foster collaborative problem-solving and resolve or diffuse conflict.

Proven organizational skills and strong attention to and interest in detail. Ability to meet deadlines and juggle multiple tasks.

Ability to work independently.

Position Details:

Full-Time

Report: To MALT Executive Director

Hiring Entities: Montana Association of Land Trusts / Prickly Pear Land Trust /

Key Partners: NRCS, MALT Staff and Board of Directors, MALT Farm Bill Team

Start Date: August 2018

Position Location: Primary Location Bozeman; Secondary Location Helena

Salary Range: \$47,000 - \$50,000 Depending on Experience

Benefits: Employer provides competitive health benefits, retirement match and vacation leave.

Interested parties should contact Glenn Marx, MALT executive director, at [montanamalt@q.com](mailto:montanamalt@q.com) or 406-490-1659 with questions or to submit an application. The application deadline will remain open until the position is filled.

Letters of interest and resumes should be sent to:

Glenn Marx

Montana Association of Land Trusts

Box 892

Helena, MT 59624

The position description is provided below.

The program duties and responsibilities of the MALT / NRCS shared position are to:

- 1. Increase Montana ALE Program Achievement.** The shared position will provide additional capacity to the Montana NRCS State Office in support of ALE Program planning, implementation and evaluation to assist Montana NRCS officials and MALT leadership, including the MALT executive director, the MALT Board of Directors, and MALT Farm Bill Team. In addition, and within the goal of added capacity, the shared position will:
  - a.** Support development and submission of complete and error-free ALE applications to ensure individual ALE Program project planning, application, and agreements are accomplished timely and efficiently.
  - b.** Support NRCS project review and closing procedures, including pre-obligation review, deed and appraisal review, internal control reviews, and payment processing.
  - c.** Recommend and assist NRCS with setting application deadlines, ranking criteria development, state funding requests and allocations, and other ALE program details.
  - d.** Maintain and modify as needed a tracking tool for individual project and overall program activity deadlines; gather and analyze program activity data; recommend follow-up as necessary to ensure that the various phases of planning, application, and contracting will be accomplished timely and efficiently.
  - e.** Produce and maintain a summary reporting of completed projects – accessible to NRCS, ALE partners.
  - f.** Participate in State Technical Advisory Committee meetings and other meetings as necessary critical to completing assigned duties.
  
- 2. Enhance Communication & Clarity.** The shared position shall communicate effectively, both verbally and in writing, with ALE program applicants and project managers, funding partners, NRCS State Office, MALT executive director, and other partners to enhance ALE Program implementation. The shared position shall also:
  - a.** Provide ALE Program state and national office communications to MALT and ALE partners in a clear, timely and effective manner, including information related to project approvals and allocations,

waiver requests and approvals, cooperative agreement drafts, Realty Specialist approvals, and other ALE Program information as needed.

- b.** Routinely answer day-to-day questions regarding Farm Bill and ALE Program policy, rules and procedures, including researching and answering ALE partner questions through a solid understanding of ALE Program rules, deadlines, and decision-making authority.
- c.** Provide MALT and NRCS advice that is timely, responsive, and accurate. Keep MALT and NRCS informed of difficult and/or controversial issues and unique problems related to ALE Program achievement.
- d.** Provide ALE Program outreach and guidance to priority NRCS field offices and present information at public meetings as requested by MALT or NRCS.
- e.** Work closely with existing NRCS staff and leadership, national NRCS ALE Program staff, and MALT member project leaders to ensure efficient program delivery. This includes confirming documents submitted for NRCS review as they are received, updated and completed; obtaining information about ALE applications and projects; assisting to diminish and eliminate ALE Program implementation delays; immediately addressing ALE Program policy or project uncertainties; and monitoring compliance with required timelines and procedures.
- f.** Establish and maintain good working relationships with NRCS state and national officials, and with professionals in other federal, state, and local agencies, to enhance ALE Program development, partnerships, and achievement.
- g.** Act as a liaison between MALT and NRCS. Organize, facilitate and lead conference calls, meetings, and workshops between NRCS, MALT members, and other partners to streamline communications and address issues as they arise.
- h.** Work with the NRCS in consultation with MALT to help develop and utilize a tracking tool for ALE applications and easements using Microsoft Excel or Microsoft Access that will consistently and accurately track ALE application projects, including tracking the status of funding applications, cooperative agreements, deed review, appraisal review, internal controls, FSA eligibility forms, NRCS closing documentation, payment processing and other ALE project documents.