

Director of Lands

Reports to: Vice President – Lands and Conservation

Department: Lands and Conservation

Date: August 2010

Job Summary:

The Director of Lands is responsible for specific aspects of the RMEF lands program including purchased/donated easements, assembled land exchanges, gifts of real estate, disposal of lands, management, program direction, and budget and strategic planning for all permanent land protection strategies. These efforts and specific projects will flow up primarily through the Lands Program Managers and mission teams. Additional responsibilities include helping with program fundraising, technical and administrative oversight and Board of Directors program coordination in relation to primary job functions.

Essential Functions:

1. Assist in strategic planning and cost efficiency by providing analysis and recommendations for the Lands program.
2. Establish short and long range prioritized goals for the Lands program and develop objectives and strategies to accomplish the goals.
3. Supervise Lands Program Managers (LPMs) who are mostly located elsewhere within the U.S. Develop annual work plans and performance standards incorporating Lands program and relative organizational goals. Also oversee independent contractors who provide services related to the Lands program.
4. Develop, recommend and implement policies for the Board and operating procedures and policies for the Lands program.
5. As requested, serve as Board liaison for lands activities.
6. Prepare and manage the budget for the Lands program in close coordination with other land and conservation programs and with other departments such as marketing, development and field operations.
7. Develop and implement a Land Conservation Training program for Lands Program Managers promoting the sound use of real estate conservation practices, relationship building skills, and basic fundraising skills.
8. Develop and coordinate lands development efforts to secure funds from land transactions and seek funding from private lands, foundations, corporations and state and federal grants.
9. Work as a positive team member with lands and conservation program directors, legal staff, field operations personnel, and others to enhance coordination and efficiency.
10. Ensure that Conservation Easement (C.E.) monitoring is conducted on all projects as appropriate.
11. Oversee all related due diligence to land transactions, contract provisions and coordinate and approve financial details of land transactions and work closely with the legal department.
12. Ensure LPMs coordinate closely with VPs, Regional Directors and state leadership teams.
13. Represent the VP of Lands and Conservation in that person's absence.
14. Oversee the management and maintenance of all lands department files, conservation programs records, processes and data storage. Oversee the mission support services including but not limited to baseline inventories, management plans, and easement-monitoring support.
15. Other duties as assigned.

Supervision of Others:

Supervises Lands Program Managers, Lands Program Specialist, Lands & Conservation Specialist, and other positions as assigned including contractors. The number of direct reports may vary and additional supervisory responsibilities may be assigned.

Additional Responsibilities:

Represent the RMEF at local, regional and national meetings, seminars and symposiums that deal with natural resource management, land trust activities, and related fields of resource management.

Experience and Education:

A strong background in land acquisition, natural resource policy or environmental planning along with demonstrated experience in real estate practices including sales, acquisitions, easements, and the planning and development of related transactions. A minimum of five years professional experience in real estate, wildlife conservation, land management, or equivalent experience required. Demonstrated experience in supervision, leadership, and program management. Experience managing staff is required. Law degree or Bachelor's degree in natural resource management or a related field is preferred.

Knowledge, Skills, Abilities:

1. Knowledge of the RMEF's mission, goals, organizational structure and activities.
2. Sound grasp of lands transaction procedures, the legal requirements, the required documentation, the tax ramifications, and the relationships between the parties involved.
3. Ability to identify funding sources and seek funding support.
4. Knowledge of the roles, authorities and responsibilities of federal, state and county governments and work-related experience dealing with at least one level of government.
5. Strong interpersonal skills and the ability to work constructively with a wide variety of entities. Ability to work within a team.
6. Ability to perceive and establish long-term goals, to develop and implement programs that are cohesive, progressive, mission-oriented and cost effective.
7. Ability to develop and manage a budget.
8. An understanding of the responsibilities and mission of public land management organizations, public wildlife management organizations, and non-profit conservation organizations.
9. Ability to think critically, take appropriate risks, and visualize big picture thinking.
10. Ability to effectively lead and manage a diverse group of staff members.

Physical Demands:

The incumbent will encounter both office and field conditions. Office work will require sitting or standing for long periods of time, frequent use of office equipment such as telephones, faxes and computers, and light lifting, bending and physical exertion. Travel by automobile, airplane, or foot will be required. Occasional travel by horse or ATV may be required. Evening work or weekend work may be required.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.