



**Cedar Lakes Conservation Foundation  
Job Title: Land Conservation Coordinator**

**Location: West Bend, Wisconsin  
Position Type: Part-Time to Full-Time**

**Review of Applications will begin in April 2022 and will continue until position is filled.**

**Overview:** The Cedar Lakes Conservation Foundation (CLCF) is a community-based nonprofit organization that works with local landowners and other partners to protect the natural environment of the Cedar Lakes region. Founded in 1974, CLCF is one of the oldest land trusts in Wisconsin and has protected over 2,500 acres of land in its mission area. The primary responsibility of the Land Conservation Coordinator is to further CLCF's land conservation efforts in the Cedar Lakes Region.

The Land Conservation Coordinator will work closely with the Executive Director, Land Conservation Committee, Executive Committee, and Stewardship Coordinator to achieve CLCF's land conservation goals. The Land Conservation Coordinator will contribute to all aspects of the land conservation process, including grant writing, landowner outreach, transaction negotiations, title work, and baseline documentation. The Land Conservation Coordinator is also responsible for building and maintaining positive relationships with community members to facilitate land conservation projects, assist with land stewardship projects, and uphold CLCF's public image.

**Work Environment and Physical Demands:** The Land Conservation Coordinator splits time between CLCF's office in West Bend, WI (70%) and CLCF's conserved land in the Cedar Lakes Region (30%).

## **Duties and Responsibilities:**

### **Land Conservation**

- Ensure compliance of the land protection program with Land Trust Alliance Standards and Practices, Land Trust Accreditation Commission requirements, and IRC 501(c)3 and 170(h) requirements to secure and maintain accreditation and non-profit status
- Secure funding from philanthropic and government sources to underwrite fee simple and conservation easement purchases
- Draft and negotiate conservation easements with landowners
- Ensure all steps for acquisition and easement projects are professionally completed including landowner negotiation, title work, environmental hazard assessments, baseline documentation, and required record keeping, from inception to completion.
- Develop and maintain partnerships with community land protection partners and government organizations
- Consult with attorneys for legal review and oversight of all land protection projects
- Assist in developing marketing, outreach, environmental education, and public use materials for CLCF

### ***Conservation Easement and Fee Simple Land Stewardship***

- Assist Stewardship Coordinator with conservation easement monitoring and enforcement
- Assist Stewardship Coordinator with land management and restoration projects as needed
- Prepare and update Baseline Reports for conservation easements

### ***General Operations***

- Respond to general administrative duties, such as managing budgets, responding to inquiries, and attending staff meetings

## **Required Qualifications:**

- Four-year or advanced degree in natural resources, environmental policy, economics, ecology, earth science, biology, or related discipline
- Minimum of one year work experience in natural resources management, real estate, or related field
- Familiar with MS Office, including Word, Excel, PowerPoint and Outlook
- Experience with database management and computer literacy
- Familiarity with grant writing process
- Basic knowledge of ArcGIS, including ability to create and edit maps

- Strong project management, communication, and recordkeeping skills, including the ability to clearly communicate verbally and in writing
- Demonstrated knowledge of natural ecological communities of southeastern Wisconsin or a strong willingness and ability to learn
- Willingness to attend occasional evening and weekend events and willingness to serve as event support
- Ability to complete work with a high degree of independence
- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views. Ability to represent CLCF and respond to general inquiries

For more information about the Cedar Lakes Conservation Foundation, please visit  
[www.conservecedarlakes.org](http://www.conservecedarlakes.org)

Salary is \$30,000 commensurate with experience  
Benefits include a healthcare stipend and Simple IRA plan

Please submit your resume and cover letter to: [askclcf@theclcf.org](mailto:askclcf@theclcf.org)

*The Cedar Lakes Conservation Foundation is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices.*