Title: Project Director (Central Vermont)

Reports to: Vice President for Land Protection

GENERAL SUMMARY:
Responsible for developing and managing projects and relationships to advance VLT’s overall mission and strategic objectives. The Project Director plays a key role in achieving impact and ensuring VLT’s positive reputation within a specific geography, and/or within a specific focus area. This is a mid-level, field-based position that collaborates extensively with staff across the organization and serves as an important external ambassador for VLT. Success in this position includes being both proactive and responsive to opportunities and stakeholder requests, and effectively managing them through the established processes while providing high-quality customer service to support positive relationships and achieve VLT’s mission.

ESSENTIAL JOB RESPONSIBILITIES:
There are several Project Director positions at VLT. Each position combines a unique set (but not necessarily all) of the essential responsibilities listed below to best meet the needs of the communities and constituencies the position serves and to advance VLT’s strategic objectives.

Project Development and Management

Identifies, pursues, develops, configures, and manages a wide range of projects within a designated geography or focus area to advance VLT’s overall purpose and strategic objectives in collaboration with landowners, partner organizations, communities, funding sources, and VLT staff. Projects may include permanently conserving high priority land, enhancing protections on previously conserved land, implementing restoration activities, supporting land transfers, supporting viable land-based businesses, expanding land access and ownership opportunities, working with communities to own and manage land important to them, activating VLT-owned land in service to communities, and engaging the public in a variety of ways.

- Follows all established protocols, policies, and processes as applicable to each project, including reporting, recordkeeping, and file management.
- Prepares grant proposals and applications, commissions appraisals, surveys, and other contracted services, and prepares budgets as applicable for projects that require funding. Collaborates with VLT development staff on any local fundraising campaigns and works with local partners to raise money as needed to complete projects.
- Conducts field mapping and boundary verification, and compiles Baseline Documentation Reports, including GIS maps and property narratives. Issues any easement pre-approvals as part of conservation closing.

Conservation Easement Stewardship

- Manages stewardship responsibilities in a designated geography, working to maintain the integrity of the conservation easement, analyzing, and issuing easement approvals, and minimizing and resolving easement violations, while also providing high-quality customer service and maintaining positive landowner relationships.
- Schedules and performs monitoring for conserved properties in designated geography, utilizing a combination of aerial imagery and in-person site visits.
- Prepares and maintains complete and accessible stewardship files for each conservation project in a designated region, including monitoring reports, violation documentation, and approval records for all conserved properties.
Follows all established protocols, policies, and processes for conservation easement stewardship.

**General**

- Maintains current knowledge of farming, forestry, and land use issues, including any new trends or developments and all applicable standards, rules, regulations, etc.
- Maintains proficiency in use of existing and emerging technologies that support conservation and stewardship process and project management.
- Contributes to the strengthening of a diverse and inclusive workplace and actively reinforces positive organizational culture.
- May assist with identification, cultivation, solicitation, and communication of VLT donors/members.
- May assist, in partnership with other staff, in on-going development and management of VLTs relationship with various funders.
- Attends staff meetings and serves on committees as requested.
- Performs special projects and other related duties as required, directed, or as the situation dictates.

**SUPERVISORY RESPONSIBILITY:**

- May provide supervision for temporary positions such as interns, AmeriCorps staff, volunteers, etc.
- Supervisory responsibilities may include interviewing and selection, training, mentoring, and coordinating and evaluating work.

**EDUCATION AND EXPERIENCE:**

- Knowledge equivalent to completion of a bachelor’s degree in Natural Resources, Forestry, Agriculture, Surveying, or a related field, along with three to five years of direct experience. Consideration will be given to candidates demonstrating comparable qualifications acquired through a different combination of education and experience than what is outlined.

**QUALIFICATIONS:**

- Understanding of and commitment to the mission and strategic objectives of the Vermont Land Trust.
- Broad-based knowledge relevant to agriculture, forestry, ecology, natural resource management, and land use planning. Understanding of Vermont specific land use guidelines, regulations, and organizations.
- Proficiency with conservation easements, real estate law, appraisal practices, and other relevant legal matters.
- Strong planning, organizational, administrative, project management, budget development, problem-solving, and decision-making skills.
- Proficiency with maps and mapping, and ability to read and understand deeds, conservation easements, and related legal documents. Strong spatial, reading, and writing skills.
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail while managing complexity to achieve high impact outcomes.
- Familiarity with assigned geography (i.e. local community, natural resources, and farming operations).
- Excellent interpersonal and communication skills, including strong consulting, coordinating, negotiating, listening, facilitation and public speaking skills.
- Ability to communicate with different personalities, diffuse anger, resolve conflicts, and ask and answer difficult questions, including ability and willingness to work across difference and to practice inquiry.
- Prior fundraising and/or grant writing experience is strongly preferred.
- Ability to represent VLT and interact effectively with a wide range of organizations and individuals, and to work cooperatively with all VLT staff and Board members.
- Ability to work both independently and collaboratively, and to engage in both independent and group
• Ability to effectively operate computers, mobile devices and assigned software, including Microsoft Office Suite (Word, Excel, Access, etc.), mapping software (i.e. ArcGIS), and digital photography related software.
• Ability and willingness to learn and adapt to new technology that VLT adopts over time.
• Ability to regularly perform field work and to work outside in all weather conditions.
• Ability to travel extensively around the state. Valid driver’s license and vehicle required.

**SALARY AND BENEFITS**

$62,844 annual starting salary plus a generous benefits package, including a cafeteria plan equivalent to $23,600 to cover the cost of the following benefits:

- Medical and dental care
- Flexible Savings Accounts
- 403b retirement program with employer match
- 6 weeks annually of Combined Time Off
- 8 hours of paid volunteer time

The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and lived experiences to apply. We recruit, employ, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran, or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.

**ABOUT THE VERMONT LAND TRUST**

Vermont is a place where the well-being of land and people is entwined. With families, communities, and partners, the Vermont Land Trust conserves land and fosters life-long connections to the farms, forests, and natural areas that define us.

The Vermont Land Trust is a nationally recognized leader in conservation. Rooted in Vermont since 1977, we have protected more than 620,000 acres of farmland, forestland, and community lands, covering over 11% of the state. Much of this land is privately owned and contributes to our abundance of local food, maple and timber products, tourism and recreation, and the vitality of our towns and villages.

**OUR VALUES**

Trust is in our name, and it lies at the center of who we are. Taking the time to listen and learn is in our bones. In every interaction, we strive to be reliable, communicative, and fair. Our core values, co-created with staff, continue to guide our intentions, actions, and culture.

**Service:** We value service through high-quality work and bring integrity to what we do. We keep our communities, landowners, partners, and donors at the forefront of our minds; and we apply this same mindset to our colleagues who rely on us to deliver results, together.

**Trust:** We value building and maintaining the trust of the communities and people with whom we work. This means following through on our commitments, taking time to build relationships, believing good intent, and making decisions closest to the work.

**Communication:** We value transparency, listening, curiosity, candor, clarity, and patience. We take time to slow down, inquire, and ensure shared understanding. Providing and receiving feedback is a natural and necessary part of our culture.

**Fairness:** We value the equal application of internal practices and policies, and we serve people regardless
of their status. Transparency in decision-making, fairness in recognition, and parity in pay are some ways in which fairness is embedded in our culture.

**Community:** We value a supportive and collegial environment based on teamwork and mutual respect. All colleagues contribute to VLT’s success. We offer one another cooperation, flexibility, good humor, and support.

**Learning & Growth:** We value growth and improvement that challenges us and fosters learning, creativity, and flexibility. This means that we are curious about other perspectives, take time to reflect, share our learnings, and improve as we go.