



Title: Legal Project Manager
Reports to: Staff Attorney
Updated: January 2024

POSITION OVERVIEW:

As part of VLT's legal team, Legal Project Managers provide exceptional service to our communities, landowners, and donors. As members of the land protection team, their legal expertise, attention to detail, and project management skills are key to the success of real estate transactions and stewardship activities that advance our mission. Working with project teams, landowners, and their legal representatives, they bring conservation and stewardship transactions to successful completion. They perform a wide range of legal and technical support functions related to land transactions, including fee acquisition and sales, conservation easement purchase and donation projects, and stewardship.

ESSENTIAL JOB RESPONSIBILITIES

Provide technical expertise in legal drafting and execution:

- Coordinate, evaluate, draft, and review legal documents associated with conservation easements, fee lands and stewardship transactions, as well as lending and other types of transactions.
- Order, review, and track title reports, commitments, and policies. Communicate with contracting attorneys to ensure that title documents are accurate and timely.
- Review and prepare tax forms for a variety of transactions and calculate property tax prorations.

Lead legal policy and system improvements

- Comply with VLT policies, procedures, programs, systems, and goals. Stay abreast of legal trends and state and federal regulations and requirements.
- Confer with staff and partners to coordinate and evaluate shared processes, mechanisms, systems, and forms.
- Assist the legal team and other staff with various policy, administrative, and organizational projects.

Project manage with a legal lens to ensure smooth closings

- Coordinate with staff attorney, internal staff, landowners, outside attorneys, partners, consultants, funders, contractors, buyers, and sellers to ensure that conservation project closings go off without a hitch.
- Coordinate internally and externally to guide stewardship approvals and amendments to completion.

- Review grant agreements and other funder-related documentation. Prepare closing documentation in compliance with funder requirements and in collaboration with staff.
- Perform liaison functions with landowners, government agencies, community organizations, and other customers.

Provide organized and thoughtful administrative support

- Manage, track, process and disseminate all legal documents in accordance with VLT standards.
- Maintain documents, forms, and records related to conservation easements, title clearing, fee lands transactions and stewardship matters.
- Coordinate with Finance to report information to the IRS.
- Provide administrative support to staff attorney.

QUALIFICATIONS

Consideration will be given to candidates demonstrating comparable qualifications acquired through a different combination of education and experience than what is outlined below.

- Understanding of and commitment to the mission and strategic objectives of the Vermont Land Trust.
- Commitment to advancing diversity, equity, and inclusion at VLT.
- Knowledge equivalent to completion of a master's in legal studies or a related field, along with three to five years of relevant conservation and project management experience. Another combination of education and experience providing comparable knowledge and skills may be acceptable.
- Broad, in-depth technical knowledge and skills in real estate law, including title searches, title insurance, deed preparation and execution, mortgages and other liens, and general real estate closing procedures.
- Strong planning, administrative, organizational, data entry, record-keeping, filing, and general office skills.
- Strong time management skills with ability to meet deadlines while working under pressure.
- Excellent attention to detail, accuracy, quality, confidentiality, and a strong customer service focus.
- Strong writing, editing, and proofreading skills, including excellent grammar, and spelling.
- Good math and general analytical skills.
- Excellent interpersonal, communication and collaboration skills.
- Ability to represent VLT and interact effectively with a wide range of organizations and individuals, both inside and outside the organization, and to work cooperatively with all VLT staff and Board members.
- Ability to effectively operate computers and assigned software, including Microsoft Office.
- Valid driver's license.
- Good general understanding of and interest in the land conservation work of the Vermont Land Trust preferred.

SALARY AND BENEFITS

\$64,729 annual starting salary

Generous benefits package, including:

- A cafeteria plan equivalent to \$24,344/year to cover the cost of the following benefits:
 - Medical and dental coverage
 - Flexible Savings Accounts
 - 403b retirement program with 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 life 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 630,000 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.

WORKING CONDITIONS & PHYSICAL DEMANDS

- Work will be primarily performed in an office or home-based office environment. A mix of office-based and remote work is possible, with a regular presence in the Montpelier office to be determined.
- Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computers, printers, multifunction machines, and other office equipment. Work requires extended sitting and repetitive motion in computer, keyboard, and mouse. Occasional lifting is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the employer's needs and requirements of the job change.