

# Arizona Land and Water Trust

## Land Project Manager Opportunity

January 2023

### **About Arizona Land and Water Trust**

Established in 1978, Arizona Land and Water Trust (Trust) is now celebrating its 45<sup>th</sup> year of operation and remains deeply committed to protecting Southern Arizona's western landscapes, its heritage of working farms and ranches, wildlife habitat and the water resources that sustain them. The Trust partners with rural landowners and federal, state and local government entities to develop regional conservation plans to permanently protect land and water. To date, the Trust has permanently protected over 69,000 acres in Southern Arizona.

**This Role:** The Land Project Manager identifies, develops and completes land transactions in southeastern Arizona in accordance with the goals and objectives of the Trust and its Land & Water Program. This is a pivotal position on the Trust's team, working with the Land Program Director, other team members and program partners to bring high priority land protection projects to completion. Specifically, the Project Manager is responsible for managing individual real estate transactions, including fee title and conservation easement projects, through all phases from initial conceptualization through landowner negotiations and the due diligence process to final transaction closing and recordkeeping. They will also assist with the Trust's other work such as project planning, GIS mapping, and outreach including developing and strengthening partnerships with landowners, government agencies, conservation organizations and funding sources. These partnerships further the Trust's mission to plan, develop and implement conservation acquisitions protecting significant land and water resources.

### **Key Responsibilities**

- Manage all aspects of extensive conservation real estate transaction project planning, for both fee title and conservation easement acquisitions. Including; landowner negotiations, site investigations, title review, due diligence supervision and project implementation
- Obtain and review appraisals, surveys, environmental assessments, cultural and biological resource assessments, title reports and closing documents
- Work with Land Program Director and legal counsel to draft legal documents such as purchase and sale agreements, option agreements, leases and conservation easements
- Track and maintain complete files on active projects to document due diligence and other activities and actions. Maintain necessary records according to the Trust's policies and to comply with the requirements of the Land Trust Alliance's Standards and Practices
- Prepare visual and written materials required for Board of Directors decisions on acquisitions
- Identify, apply for, and manage Federal, State and private foundation grant funding opportunities for land protection projects along with general program support
- Strengthen and develop partnerships with landowners, government agencies and other conservation organizations
- Coordinate and make presentations at stakeholder outreach and education workshops
- Assist Executive Director and Donor Engagement Manager with events including field trips, Saguaro Circle, and other donor-centric activities as requested.
- Assist Land Program Director with all other areas of the Trust's Programs as assigned

### **Qualifications**

- Bachelor's degree in land planning, natural resource management, pre-law, real estate or related field and 3-4 years of relevant experience
- Experience with, or training in, real estate transactions and real property law
- Experience working with agricultural landowners preferred
- A true commitment and dedication to land and water conservation

### **Preferred Experience and Skills**

- Advanced Degree/Graduate work in a relevant field considered a plus
- 2-3 years land conservation experience, including identifying, developing and closing fee acquisitions, conservation easements or other related transactions
- Demonstrated capacity to work collaboratively on complex projects involving multiple stakeholders such as land owners, public land managers, and NGOs
- Knowledge of Arizona landscape, land and water policy, and ecology a plus
- Excellent verbal and written communication skills, skilled at effectively conversing with rural and urban landowners, agency staff, academics, and local leaders
- Experience writing, securing, and/or administering grants, especially with partners and contracts with consultants
- Experience developing and presenting public education and outreach programs
- Experience with GIS mapping and organizing related databases
- Willingness to travel up to 25% of the time, primarily throughout Arizona
- Proven ability to work both independently and within a strong team-oriented environment.

### **Associated Physical Demands**

- Must be able to meet with landowners off-site, travel, work at a desk, and operate a computer
- Must be willing to participate in field work
- Majority of work hours occur on weekdays between 8 a.m. and 5 p.m. but some evening and weekend meetings may be necessary

### **Salary and Employee Benefits**

The Project Manager is full-time, exempt, position

Competitive salary, commensurate with experience and qualifications

Paid holidays, vacation and sick time off benefits

Medical and dental benefits available along with a Simplified Employee Pension program

Please send cover letter and resume to:

Scott McDonald, Interim Executive Director  
Arizona Land and Water Trust  
2810 N. Alvernon Way, Suite 600  
Tucson, AZ 85712

Or email to: [smcdonald@alwt.org](mailto:smcdonald@alwt.org)

Up to 3 references will be requested and checked prior to hiring

*The Arizona Land and Water Trust is an equal opportunity employer dedicated to supporting a highly regarded, collegial and respectful team of high energy professionals.*