



TITLE: Great Plains Manager
TYPE: Full-time, exempt
LOCATION: Remote (central or eastern Montana)
REPORTS TO: Managing Director
SALARY: \$65,000-75,000/year DOE
BENEFITS: Company health insurance plan, retirement, 401(k), parental leave, flexible paid time off, and holiday observances
ANTICIPATED START: January 15, 2024
APPLY BY: November 30, 2023

Position Summary

The Montana Land Reliance (MLR) seeks an experienced, full-time Great Plains Manager to develop new conservation easement projects in central and eastern Montana. Key areas of responsibility include landowner outreach, conservation easement project development, and due diligence coordination.

About MLR

MLR is an accredited, nonprofit land trust that partners with private landowners to permanently protect Montana's agricultural lands, fish and wildlife habitat, and open space. Since 1978, MLR has helped more than 1,000 families conserve over 1.3 million acres of working lands, wildlife habitat and open space across the state. MLR runs like a business and is one of the most focused and efficient land trusts in the country. The lasting benefits of MLR's work are the perpetuation of a lifestyle and an economy that relies on responsibly managed private land and increasingly valuable Montana open spaces that will continue to nourish the spirit of future generations. MLR intends to double its conserved acreage by 2040 through a planned approach that recognizes MLR's values, respects MLR's history, and builds on the solid foundation laid by MLR's founders to keep the organization and its unique brand of conservation at the forefront of private land conservation in Montana and nationwide. To learn more, visit www.mtlandreliance.org.

Primary Responsibilities

- Develop and complete conservation easement projects (donations and bargain sales) with interested landowners.
- In coordination with Managing Director, manage timely completion of resource documentation reports, title work, mineral reports, county reviews, and other assigned due diligence items for active conservation easement projects in central and eastern Montana.
- In coordination with Managing Director, ensure timely submission of applications for easement funding through the Natural Resources Conservation Service's Agricultural Conservation Easement Program-Agricultural Land Easements (NRCS ACEP-ALE) program and other relevant funding initiatives.

- Create draft maps for new land project write-ups and other special mapping projects using MLR's Arc GIS system.
- Coordinate with and update staff and Board on MLR activities in central and eastern Montana.
- Prepare general correspondence and project easement correspondence.
- Proofread and edit documents for grammatical/spelling accuracy, readability, appearance, and accuracy of facts presented.
- Work with Managing Directors on project fundraising.
- Develop new and maintain and nurture existing joint venture conservation with private groups and public agencies.
- Work with the public regarding the importance of private land conservation and stewardship.
- Develop outreach programs for targeted areas.

Qualifications

- Passion for and commitment to MLR's mission.
- Bachelor's degree preferred.
- Strong computer skills, including Microsoft Office suite.
- Ability to prioritize and manage a high volume of projects and tasks in a fast-paced environment.
- Hard working with superb attention to detail and nuance.
- Demonstrated ability to think strategically, develop and manage complex projects from initial application to fully completed project, and adopt new approaches in response to changing circumstances.
- Experience and proven ability to encourage and nurture collaboration among diverse partners, with an ability to create and thrive in a team environment and work in partnership with a variety of people and organizations.
- Excellent written and oral communication skills, with proven ability to convey information clearly.
- Ability to work independently.
- Valid driver's license.

How to Apply

Email a cover letter and resume in PDF format to Kendall Van Dyk at kendall@mtlandreliance.org with the subject heading "MLR Great Plains Manager: [Your Last Name]."

The application deadline is November 30, 2023. **MLR is an equal opportunity employer.**