**Land Conservation Manager**

**SUMMARY**

* Leads, administers and manages the land conservation, conservation easement stewardship, and property management activities of the City of Fort Collins Natural Areas Department within the Land Conservation workgroup.  The position is responsible for land conservation planning activities and priority setting.  The Land Conservation Manager will pursue and execute complex multi-million-dollar land and conservation easement acquisitions, which may at times involve water rights.  The position is responsible for conservation easement stewardship, utility easement/road right-of-way requests, lease administration, and integrating new properties into the Natural Areas network. The position develops and maintains relationships with landowners; participates in Natural Areas Senior Staff meetings as necessary; presents information to the Land Conservation and Stewardship Board and City Council; and, develops and maintains partnerships and relationships with Larimer County, adjoining Cities, other public and private land conservation agencies including Great Outdoors Colorado, and other City Departments.  Position is best suited to an entrepreneurial and innovative conservation practitioner.

**ESSENTIAL DUTIES AND RESPONSBILITIES:**

General Responsibilities:

* Works with and directs work assignments to two or more Real Estate Specialists.
* Responsible for developing and managing the budget for the workgroup
* In coordination with Real Estate Services, maintains accurate records of land transactions

 Land Conservation

* Update the Land Conservation Master Plan as necessary
* Develop and implement detailed land conservation strategies
* Engages department and city-wide partners to develop conservation alternatives; this can include consideration of Council preferences as well as City Plan, Park and Trail plans, and Stormwater plans
* Identify and prioritize land conservation opportunities in consultation with Senior Staff, the Land Conservation and Stewardship Board and external partners
* Contact landowners and develop successful long-lasting relationships
* Negotiate terms and conditions of land conservation acquisitions (fee simple purchases, conservation easements, trail easements, etc.) with landowners and/or their agents with the assistance of the two Real Estate Specialists.
* Identify potential conservation partners and develop relationships
* Determine fair market land values through in-house data or by appraisal
* Participate in appraiser selection process and review appraisals
* Implement and oversee performance of the appropriate due diligence
* Work with the City Attorney’s office and Real Estate Specialists to prepare and develop contracts and proposals and to confer about acquisition policy issues
* Facilitate ongoing communication with Land Conservation and Stewardship Board
* Prepare quarterly confidential updates to City Council
* Prepare quarterly report to City Manager
* Respond to public inquiries regarding real estate activities, location of City (NAD) owned property, easements, and rights-of-way

Leases

* Negotiate Leases
* Administrate Leases
* Monitor leases to ensure adherence to requirements

Easement and Right of Way Requests

* Administrate requests for utility easements and Right of Way across Natural Areas land
* Coordinate environmental review and mitigation requirements for easement/right of way request
* Facilitate approval of requests with Land Conservation and Stewardship Board and City Council
* Manage or perform appropriate due diligence

Conservation Easements

* Manage conservation easement stewardship program
* Maintain the City’s Colorado State DOR Certification
* Enforce CE terms and resolve violations on leased properties
* Facilitate amendments to CEs on existing conserved properties when necessary
* Keep current on CE case law, CE acquisition and stewardship best practices through attendance of professional development opportunities such as CCLT and LTA conferences
* Build and maintain relationships with property owners

**KEY COMPETENCIES:**

As a professional staff member within the Natural Areas Department, the Land Conservation Manager should have and utilize the following competencies:

**Action Oriented:** enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with minimum of planning; seizes more opportunities than others.

**Building Effective Teams:** blends people into teams when needed; creates strong morale and spirit in team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

**Comfort around Higher Management and Business Leaders:** demonstrates composure, confidence and respect when working with higher-level management, boards and commissions, council members and business leaders and organizations.

**Dealing with Ambiguity:** is comfortable with change and uncertainty. Can be effective and make work appropriate decisions based on available data.

**Drive for Results:** can be counted on to exceed goals successfully; is consistently and constantly one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

**Organizational Agility:** understands how to get things done in the organizational or planning environment. Uses interpersonal skills and relationships to work through available processes and resources, using both informal and formal channels to achieve results.

**QUALIFICATIONS** The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Excellent writing, editing, presentation and communication skills
* A strong background in natural resource conservation with a professional emphasis on land conservation
* Excellent interpersonal skills and extensive and demonstrable experience in developing and maintaining relationships and partnerships with private landowners and institutional partners
* Experience in fairly, successfully and honestly navigating complex and controversial issues
* Demonstrable success in the development and completion of conservation transactions with private landowners
* Demonstrated knowledge of real estate fundamentals such as appraisals and due diligence
* Experience negotiating, drafting, and executing real estate contracts, leases, and conservation easements
* Familiarity with Colorado water law and administration
* Good skills in using GIS and other mapping software.
* Excellent computer skills in Outlook, Excel, Word, PowerPoint, and Adobe

**EDUCATION and EXPERIENCE**

* Bachelor’s degree in Natural Resources Management, Real Estate, Business, or related field with 5+ years of relevant work experience
* Or an equivalent combination of education and experience
* Preferred candidate will be able to demonstrate a history of entrepreneurial and innovative approaches to land conservation

**LANGUAGE and PRESENTATION SKILLS -**Ability to read, analyze and interpret purchase and sale agreements, conservation easements, utility easements, leases, legal descriptions, and other legal documents. Capability to appropriately respond to complex inquiries from executive management, complaints from customers (both internal and external), regulatory agencies, or members of community.  Effectively create presentations and communicate to a wide audience including staff, boards, City Council, citizens and executive level management.

**REASONING ABILITY -**Skillful capabilities to identify root cause of problems, transform data into information, draw insightful defensible conclusions, and adapt to changing environment by overcoming obstacles.  Ability to interpret an extensive variety of complicated technical instructions (mathematical or diagram form) and communicate / teach meaning and impact.

**CERTIFICATES, LICENSES, REGISTRATIONS -**not applicable

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  While performing the duties of this job, the employee is regularly required to sit. The demands on the visual sense are very high. The employee is occasionally required to stand, walk; hike across rough terrain, use hands to finger, handle, or feel; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.  Normal office environment with moderate levels of noise.  Occasional outdoor work involving hiking over rough terrain and experiencing moderate weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.