

**Mid-Michigan Land Conservancy**  
Land Conservation Manager position available

**Organization:** Mid-Michigan Land Conservancy (MMLC). The mission of the MMLC is to protect natural, scenic, agricultural and recreational, lands and their natural diversity in mid-Michigan so rural landscapes are preserved, and to encourage and promote the protection of these lands and their natural diversity through education and other assistance. MMLC works in Ionia, Clinton, Shiawassee, Eaton, Ingham, Jackson and Hillsdale counties.

**Location of office:** Okemos, MI

**Position:** Land Conservation Manager

**Work requirement:** 20 hours/week

**Reports to:** President of the MMLC Board of Directors

**Responsibilities:**

Identify and protect lands with conservation easements (CE), and acquire select fee simple properties

- Respond to landowner inquiries regarding the protection of the Conservation Values of their land with a CE
- Visit properties being considered for protection together with landowners and MMLC Board member(s)
- Prepare CEs and prepare or have prepared Baseline Documents for CEs
- Manage the title closing and recording processes for CEs and fee lands and the storage of the documents
- Develop and implement procedures that identify properties of high biological quality in MMLC's coverage area (possibly by watershed) and develop methods and secure funds for protecting such properties with CEs
- Work with landowners through the process of acquiring CEs and fee lands
- Secure funds to purchase CEs, e. g., EPA's Section 319 grants and other grants (see below) and fee lands

Fundraising (if time is available)

- Assist the contract worker and MMLC Board with fundraising

Marketing and Communication (if time is available)

- Help expand MMLC membership
- Lead events, such as guided nature walks, on MMLC property for public education and outreach
- Prepare and distribute membership communications, such as the Annual Plan, Annual Report, letters to members, etc.

Other (if time is available)

- Assist in securing and maintaining accreditation with Land Trust Alliance
- Implement and coordinate efforts with potential local conservation partners on land protection projects
- Other work assigned by the MMLC Board through the President

**Qualifications:**

- A degree from an accredited college or university
- An good understanding of land conservation and methods to protect natural lands and farmlands
- Experience with land conservancies, land management, conservation, real estate, or related fields
- Excellent verbal and written communication and interpersonal skills
- Ability to work independently and as part of a team
- Competent in: (i) the Microsoft Office suite, particularly Excel and (ii) ArcGIS software and GPS units
- Ability to travel to sites with independent transportation and have a valid driver's license
- Desirable but not required: Knowledge of the USDA's Agricultural Conservation Easement Program-Agricultural Land Easement (ACEP-ALE) and NRCS's Regional Conservation Partnership Program (RCPP)

**Compensation:** Pay will be based on qualifications and experience.

**Apply:** Direct inquiries to: Paul Kindel at [kindel@msu.edu](mailto:kindel@msu.edu) or call 517-332-3091.

Send applications, resumes, and three letters of recommendation to: [kindel@msu.edu](mailto:kindel@msu.edu)

Submission of application: Applications will be accepted until April 30, 2019 or until position is filled.