



POSITION: LAND PRESERVATION SPECIALIST

The Kiawah Conservancy seeks candidates for the position of Land Preservation Specialist. This full-time position is open until filled.

About Kiawah Conservancy: The Kiawah Conservancy (Conservancy) is an accredited and well-respected local land trust, having protected 2,273 acres on and around Kiawah Island, South Carolina. For over 20 years, the Conservancy has worked to protect important natural habitats for plants and wildlife, to research the ecological components that contribute to the sustainability of Kiawah Island's unique flora and fauna, to implement habitat restoration programs, and to connect people with nature. The Kiawah Conservancy maintains an office with a full-time staff of four on Kiawah Island, and is an equal opportunity employer that values diversity of all kinds in the workplace. Visit www.kiawahconservancy.org for more information.

About the Position: This position reports to the Executive Director and will coordinate efforts with the Ecological Health and Conservation Coordinator. Candidates for this position should be prepared to provide assistance and significant management of the Conservancy's land conservation and land stewardship efforts, at the direction of the Board of Trustees. Other key tasks will involve the management of the Conservancy's "Naturally Kiawah" Habitat Recognition Program, coordinating ecological research efforts in support of the Conservancy's mission, serving as a staff liaison to several advisory committees, assisting with Land Trust Accreditation renewal and managing GIS data. Some supervisory responsibilities are associated with the position. This position will work from our main office on Kiawah Island. Intelligence, attention to detail, organizational skills, teamwork, flexibility, and good judgment will be critical to success. In addition to working with our staff, you will also have frequent interaction with volunteers, the Conservancy's Board of Trustees and community partners. The position will require a mix of office and administrative work, as well as substantial fieldwork across Kiawah Island and other nearby conservation lands held by the Conservancy.

Key Responsibilities:

Land Stewardship (40%)

- Coordinate and conduct annual monitoring visits for the Conservancy's protected lands (owned properties and conservation easements) with other staff or volunteer monitors
- Generate reports for protected lands site visits
- Maintain and build positive relationships with conservation easement landowners
- Manage and file stewardship records in accordance with the Conservancy's Recordkeeping Policy

- Assist the Ecological Health and Conservation Coordinator on the development of land management and ecological restoration plans for Conservancy-owned properties and coordinate invasive plant management efforts
- Update baseline documentation and habitat assessments of older protected properties
- Develop interpretive signage and maintain existing signage (where necessary) for Conservancy properties
- Provide a yearly land stewardship report to the Board of Trustees at its annual meeting
- Coordinate trail maintenance at the *Maritime Forest Reserve and Nature Trail* property (133 Conifer Lane)

Land Protection (40%)

- Management of fee-simple and conservation easement acquisition projects in accordance with the Conservancy's policies and procedures
- Conservation easement drafting and review
- Perform necessary due diligence in coordination with real estate closings
- Coordinate appraisals, title reports/opinions, and donor materials (written acknowledgment letters, Forms 8283, etc.) associated with land projects
- Assisting in the development / coordinating the completion of baseline documentation reports for conservation easements and "Habitat Assessments" for fee-simple property acquisitions
- Work closely with landowners to complete property donations and purchases (including bargain sales) as well as conservation easement conveyances
- Coordinate preservation efforts for identified properties, in association with Conservancy staff and the Preservation and Stewardship Committee

Other Responsibilities (20%)

- Assist with Land Trust Accreditation renewal
- Coordinate programs and initiatives to promote the use of native plants
- Contribute to outreach and communications work (e.g. write newsletter articles, develop TravelStorys app tours, record video, lead field trips, etc.), as needed
- Assist with the Conservancy's *Naturally Kiawah Habitat Recognition Program* (backyard habitat) and programs at the *Naturally Kiawah Demonstration Garden* as needed
- Coordinate the maintenance and upkeep of the Conservancy's "Naturally Kiawah" Demonstration Garden at Night Heron Park on Kiawah Island
- Assist in wildlife, environmental, and ecological research efforts, under the guidance of the Ecological Health & Conservation Coordinator and the Conservancy's Ecological Health Committee
- Act as lead staff liaison for the Conservancy's Restoration and Enhancement Committee and Preservation and Stewardship Committee.
- Attend meetings of the Conservancy's Executive Committee and Board of Trustees
- Attend the Town of Kiawah Island Environmental Committee meetings

- Attend Conservancy Ecological Health Committee meetings

Required Attributes, Expectations, Technical Skills and Competencies:

- Bachelor's or Master's degree in natural resources, ecology, horticulture, forestry, ornithology, botany, environmental sciences, land stewardship, land management, and/or a conservation related field; Master's degree preferred; legal background a plus
- Experience working in land conservation, for land trusts, or similar conservation organizations
- Knowledge of real estate transactions and the conservation easement process
- Understanding of Land Trust Alliance (LTA) Standards and Practices
- Experience with title and legal document review
- Outstanding communications and negotiation skills
- Non-profit experience
- Ability to work successfully with donors, the community, and local professionals
- Experience with GIS (Esri) and GPS
- UAS Remote Pilot certificate, or desire to obtain
- Knowledge of native and invasive plants in coastal South Carolina
- Ability to work outside, in sometimes uncomfortable (hot, humid, wet, muddy) conditions
- Working knowledge of Microsoft Office suite of products
- Valid SC driver's license
- Ability to work independently and willingness to "wear many hats"

Compensation and benefits: Salary commensurate based on experience

How to apply: Please email a single PDF with your cover letter, resume, and list of three references to: donna@kiawahconservancy.org

No phone calls please.

The Kiawah Conservancy is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, age, disability, sexual orientation, or marital status.