



## **Land Projects Manager Job Description**

### **Summary of Position:**

The Dutchess Land Conservancy (DLC), located in Millbrook, New York, protects 48,000 acres throughout Dutchess County.

The DLC is seeking a Land Projects Manager to join our team based in Millbrook, NY. The Land Projects Manager works under the direct supervision and guidance of the Director of Conservation to further the DLC's mission to preserve the scenic, agricultural, and environmental resources of Dutchess County and the surrounding areas. Helping to implement the DLC's land conservation program, the Land Projects Manager works closely with the Director of Conservation to complete resource analyses and transactional due diligence for land conservation projects from conception through closing for donated and purchased conservation easements and, in some cases, fee-simple acquisitions in accordance with DLC policies and the Land Trust Alliance Standards and Practices.

**Reports to:** Director of Conservation

### **Responsibilities Include:**

#### ***Conservation Projects***

- Working with the Director of Conservation to complete all transactional and project due diligence.
- Have a sound understanding of natural and agricultural resources and be able to identify and map, discuss, and analyze resources on properties with an eye toward potential conservation opportunities.
- Perform GIS and on-site resource analyses and property research for individual properties and large contiguous areas.
  - Maintain maps and indexes of DLC's 41 Priority Resource areas.
  - Prepare draft conservation easements and other transactional documents, acquire title searches, help coordinate with appraisers, attorneys, surveyors, title companies, grant administrators, environmental experts, and other consultants.
  - Assist with preparation of grant applications to Federal, State, County, municipal and private funding sources for purchased conservation easements.
  - Prepare easement outlines and information for Board packages on proposed projects.
  - Complete conservation easement maps for all projects.
  - Help coordinate baseline documentation site visits for easement acquisitions.
  - Aid and support in the preparation and implementation of project closings.
  - Help ensure all due diligence prior to and after closing on land transactions is completed in accordance with current LTA Standards and Practices and Accreditation guidelines.
  - Complete tax credit reminder mailings to easement donors.
  - Help coordinate annual meetings of the DLC's Conservation Committee.

#### ***Advocacy, Public Relations, and Outreach***

- Keeping abreast of State and Federal legislation and trends that affect land conservation through LTA resources and participation in advocacy coalitions.
- Representing the DLC in multi-stakeholder initiatives, working groups, and public meetings
- Assist with reviewing public policy documents, zoning regulations, and large-scale and open space development projects when public comment opportunities arise regarding conservation options and incentives.

#### ***Assorted Responsibilities***

- Supporting and assisting with organizational events as needed.
- Write copy on projects for publications.

#### ***Qualifications***

- Bachelor's degree in landscape architecture, planning, law, environmental sciences, or another related field.
- Experience as a project manager for a land conservation organization preferred, or other equivalent combination of related education and work experience.

- First-hand knowledge of conservation easements, land transactions, and experience drafting conservation easements is a plus.
- Experience working on the legal aspects involved in land conservation projects is a plus.
- Ability to work with maps, GIS, and interpret natural resource information, and to understand maps as they relate to resource and site planning assessment of properties.
- Knowledge of land trust best practices and the standards for adhering to and maintaining Land Trust Accreditation.
- Experience reviewing zoning, comprehensive and open space plans as they relate to land conservation tools and techniques.
- Excellent verbal and written communication skills, including the ability to assist with writing compelling grant proposals and speaking in a public forum.
- Proven ability to manage a workload with multiple, often competing priorities and work within project deadlines.
- Well organized, self-motivated, detail-oriented, friendly, hardworking, dedicated, excellent management and follow-up skills, and an ability to work as a team player in a small office environment.
- Proficiency in Microsoft Word, Excel, and PowerPoint, ArcGIS and making maps, GPS technologies, and Apple iOS (for the use of iPads in the field).
- A genuine interest and enthusiasm for land conservation and the environment.
- Willingness to occasionally work outdoors, sometimes hiking over rugged terrain.
- Valid driver's license and personal vehicle.

***Location***

This full-time position will be based out of the DLC office in Millbrook, New York.

***Compensation***

This is a full-time salaried position with benefits package. Salary range: \$60,000-\$70,000 commensurate with experience.

Please apply by submitting a **cover letter and resume to Jennifer Krauss at [jen@jenniferkrauss.com](mailto:jen@jenniferkrauss.com)** by June 1, 2026.