



Job Title: Community Conservation Manager
Reports to: Executive Director and Conservation Director
Status: Full Time – At Will
Classification: Salaried Exempt

Job Summary: The Community Conservation Manager (CCM) will oversee INLC's **public lands conservation** projects, will work with the ED on the development of the "**Olmsted 2.0 - Regional Park Expansion and Connection**" plan and will take the lead on projects that come from that planning process, will assist the Conservation Director with annual **easement monitoring**, will **engage new constituencies** in land conservation by educating the public about the many social benefits of land conservation, and will take the lead on generating and **writing grants** to help fund INLC's Community Conservation programming.

Public Lands Conservation: Work as lead staff managing our continued conservation of public lands by developing strong working relationships with key regional agencies and private partners, will shepherd projects through the pipeline from concept to closing, will seek out engaging new projects to bring into the pipeline, and will pursue and leverage creative funding mechanisms, partnerships and strategies to maximize conservation outcomes while minimizing INLC's risk, exposure and expense.

Olmsted 2.0: Work closely with the ED on the continued development of the Olmsted 2.0 – Regional Park Expansion and Connection plan. This will involve relationship building and engagement with agency partners, contracted planning and design professionals, regional policy-makers, and a broad constituency of stakeholders and user-groups. The CCM will also serve as project manager for the projects that come from this planning process (for example, the Spokane Regional Trail Map project that is currently under discussion).

Easement Monitoring: Assist the Conservation Director with easement monitoring to keep us in compliance with our annual monitoring requirement.

Engage New Constituencies: Create programming that connects people to protected public-access properties and design events that demonstrate how land conservation can address diverse community needs. This position will be responsible for working with the Director of Member Engagement to create a plan for recruiting new members and support through the Community Conservation Program, will identify and pursue new grant funding opportunities, and will work with staff to design and deliver a communications and outreach plan for the program.

Additional Duties and Responsibilities: The Community Conservation Manager will

1. Work with the Executive Director and Conservation Director to establish, manage, and engage a Community Conservation Committee made up of board and community-members to identify and prioritize community conservation projects. Work with the committee and advisory board to garner their support for communication, participation, and fundraising goals of these projects.
2. Act as a liaison between community conservation partners including Spokane County Parks and

Recreation, regional city parks departments, community and neighborhood groups, etc.; providing staff support for programming, events, and special projects on community conservation properties.

3. Work with Director of Member Engagement to deliver a marketing and promotion plan for the Community Conservation Program, incorporating Olmsted 2.0. This may include and is not limited to: seasonal promotions, public-awareness campaigns, social media campaigns, fundraising materials, newsletters, web information, advertisements, events, familiarization tours, and presentations.

4. Work with the Executive Director and Conservation Director to bring new community conservation projects into the organization.

5. With support from INLC's Grant Administrator, search out and take the lead on writing grant applications for the funding of INLC's Community Conservation program.

6. Represent INLC's Community Conservation Program throughout our service territory.

7. Administer policies and priorities as adopted by the INLC board.

8. Be available on occasions for work outside the normal work day and work week.

9. Research issues and prepare reports, correspondence as needed.

10. Perform special projects and assignments as required.

Education, Experience, Training

1. A bachelor's degree and/or equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential duties of the job.

2. A minimum of 4 years' experience in conservation-related work.

3. Excellent writing, oral, and interpersonal skills.

4. Experience working with volunteer leadership including Board of Directors.

5. Creative problem-solving skills, good humor and a collaborative, solutions-oriented ability to work with a small team.

6. Demonstrable passion for conservation and a personal connection to the natural world.

Compensation

\$45,000 - \$50,000 / year with medical & vision benefits and retirement

Position open until filled.

To apply email a cover letter and resume to INLC Executive Director Dave Schaub:

dschaub@inlandnwland.org

Please do not call