

Center for Natural Lands Management

POSITION DESCRIPTION



Manager of Land Acquisitions

Reports to: Co-Executive Director/Director of Conservation Science and Stewardship
Location: California; May require home office
Type: Permanent Full-time (1.0 FTE); Exempt (Salaried)
Compensation: Entry Level range: \$92,500 - \$101,750; with benefits including but not limited to 11 paid holidays annually; vacation and sick leave; employer contribution to health insurance and retirement plans
Prepared date: April 13, 2023
Application deadline: Open until filled, but for fullest consideration please apply no later than May 12, 2023

Position Summary and General Duties

The Manager of Land Acquisitions (Acquisitions Manager) is responsible for overseeing and implementing—as the leader and driver of an acquisitions team—the Center for Natural Lands Management’s (CNLM) conservation real estate program. Working closely with CNLM’s acquisitions team (including Co-Executive Directors, Director of Administration, General Counsel, and preserve managers) the Acquisitions Manager coordinates the team, manages the acquisitions process, and ensures acquisitions projects are fully vetted, kept on schedule, and well documented. As CNLM’s property acquisitions (in fee and conservation easements) are typically the result of mitigation requirements, the Acquisitions Manager will work with regulatory agencies and permittees to ensure all parties understand the project structure and CNLM’s role(s). CNLM’s mitigation-related acquisitions are characterized by properties that are high in conservation value, include perpetual responsibilities, and well documented. While other members of the CNLM acquisitions team typically visit the property, conduct the perpetual cost analysis, and prepare templates for legal documents, the Acquisitions Manager will populate document templates appropriately for each project, determine the budget for transactional activities, and serve as the main point of contact with the landowner/permittee. The Acquisitions Manager should be prepared to conduct title reviews and coordinate the recording of documents. When not managing current acquisition projects, the Acquisitions Manager will also be involved in pursuing more strategic partnerships towards increasing acquisitions opportunities and working with CNLM staff and partners towards resolving extrinsic threats to our land trust’s role in perpetual conservation.

About CNLM

Founded in 1990, the Center for Natural Lands Management has promoted and practiced two principles: first, protecting and managing conservation properties through perpetual legal instruments and second, focusing on conservation lands that support and provide refuge for

rare, endangered, and vulnerable species. To fulfill its conservation mission, CNLM not only maintains its current real estate portfolio, but acquires new preserves regularly. Many of those acquisition opportunities are through mitigation processes; however, other sources of funding—including grants, property transfers, and novel collaborations—have contributed to the current preserve portfolio. CNLM staff developed the iconic “PAR” software and made it available (now through subscription to the app) to the conservation community to assist with determination of perpetual stewardship costs.

To manage its over 90 preserves (primarily in California, but with several in the states of Washington and Oregon), CNLM hires talented and committed staff who perform all aspects of preserve planning, budgeting, monitoring, management, reporting, and defense. Given the dispersed nature of its preserves throughout California, and in Washington and Oregon, almost all CNLM staff work from home offices—accessing and posting information in a cloud-based system and maintaining core culture through virtual and in-person (when possible) meetings. CNLM currently maintains a small administrative office in Temecula, California.

Financial support for CNLM’s conservation activities is primarily acquired from earnings on investments (endowments) that are professionally managed. Conservation properties are typically acquired through mitigation processes—as such the properties have been well vetted for conservation value and are accompanied by perpetual stewardship funding. In addition to its fee title properties, CNLM monitors and defends conservation easements it has been granted over many properties and works collaboratively with natural resource regulatory agencies to protect and maintain conservation values.

CNLM offers competitive salary, paid vacation and sick time, and other financial benefits. Most importantly, we offer the opportunity to work with a team of talented and committed conservation professionals and to achieve a legacy of substantial conservation impact.

Essential Duties and Responsibilities

Land Acquisition Projects

- Manage and coordinate all stages of acquisitions from initial landowner contact through escrow closing, coordinating closely with other CNLM legal, financial, stewardship, and administrative staff.
- Serve as main point of contact for landowners and permittees and support the acquisition process through appropriate communications.
- Quality control and risk management: Ensure CNLM’s acquisition policies and practices are implemented through appropriate screening and documentation of acquisition opportunities, risk assessment, and preparation of contracts and proposals.
- Prepare acquisitions-related documents (e.g., consulting services agreements, endowment management agreements, purchase and sale agreements, conservation easements, escrow instructions, etc.) using CNLM templates and modifying as needed.
- Conduct specific property-related tasks such as title review, property tax review and application for exemptions, district fee obligations, CC&R review, recording documents with County offices, etc.
- Maintain all project records and summarize data on CNLM acquisitions for use in planning and project status review.

- Prepare documents to inform the Board of Directors and to obtain authorization for real estate and associated financial transactions, including project summaries and acquisition resolutions.
- Fulfill other duties as assigned.

Planning and Collaboration

- Expand CNLM relationships with the conservation (including regulatory and permittee) community with a focus on cultivating appropriate acquisitions opportunities.
- Use spatial data and tools to assist with acquisitions planning.
- Investigate and brief executive staff on developments or trends that may affect acquisition opportunities.
- Represent CNLM as appropriate at meetings and other events with agencies, permittees, landowners, grantors, conservation community, and members of the public.

Qualifications and Requirements

- Bachelor's or higher degree; A master's degree in a position-related discipline or law degree is strongly preferred.
- At least five years of successful experience in land acquisition/real estate, natural resource conservation, urban or land-use planning, conservation design, or similar fields
- Excellent oral and written communications skills are required; ability to prepare detailed documents that are accurate and effective for real estate transactions.
- Knowledge of real estate transactions through appropriate experience and/or education including escrow closings, title insurance, surveys, deeds, leases, and title reports
- Some familiarity with environmental permitting is strongly preferred (e.g., endangered species, protected wetlands, etc.)
- Experience in project management that assures clear deliverables and deadlines, a detailed project schedule, defined roles and responsibilities, reasonable budget projection and maintenance, and a communication plan that together keep the project moving forward.
- Demonstrated ability to engage professionally and responsibly with multiple parties to achieve project completion (e.g., regulatory agencies, permittees, title companies, conservation bankers, various other government entities, etc.)
- Ability to represent CNLM professionally and effectively in meetings and public events.
- Proven self-starter, able to work efficiently and effectively with minimal supervision, and able to appropriately use initiative to meet project goals, seeking advice and policy guidance when needed and appropriate.

- Proficiency with Windows operating systems and PC applications such as Microsoft Office Suite
- Ability to work with spatial data, interpret maps, and some GIS proficiency.
- Ability to operate from a home office.
- Must have and maintain a valid driver's license and safe driving record.
- Ability to travel in relation to real estate opportunities, meetings, and CNLM events.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CNLM management reserves the right to amend and change responsibilities to meet business and organizational needs, as necessary.

CNLM is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

This position description does not constitute an employment agreement between the CNLM and the employee and is subject to change by CNLM as the needs of the CNLM and requirements of the job change.

TO APPLY:

Qualified applicants must provide a letter of interest, a detailed resumé or CV, and contact information (but no letters of support, please) for those who could supply references for the applicant, if and when appropriate.

All applications will be acknowledged.

Electronic submissions strongly preferred.

Email or mail these materials to:

careers-mla@cnlm.org

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