

Jo Daviess Conservation Foundation

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815-858-9100
www.jdcf.org

JOB DESCRIPTION Revised: December 2024

POSITION TITLE: Land Preservation Manager
SUPERVISOR: Director of Special Projects
LOCATION: Elizabeth, IL
STATUS: Full-time, permanent (exempt)

Position Summary

The Land Preservation Manager (the “Manager”) is the position that is primarily responsible for ensuring the successful implementation of Jo Daviess Conservation Foundation’s (“JDCF”) Land Preservation Program. This includes leading acquisitions and dispositions of fee simple lands and conservation easements. Typical job duties include contacting and cultivating landowners toward permanent land protection actions, providing technical assistance to private landowners, working closely with JDCF legal counsel, grant writing for land and easements acquisitions, and other duties as assigned.

Essential Functions

Approximately 75% of the Manager’s time will be spent working indoors at the office (or remotely with supervisor’s permission) on office-based tasks. The other 25% of the time, the Manager will be working outdoors on field-based tasks.

Office-Based and Administrative Duties

- Lead the implementation of all JDCF Land Preservation acquisition projects (fee simple and conservation easement) from start to finish, including:
 - Contacting and cultivating relationships with landowners
 - Securing necessary approvals from committees and the Board of Directors
 - Preparing baseline documentation reports
 - Drafting legal documents from approved templates
 - Negotiating agreements
 - Hiring and overseeing contractors and consultants such as appraisers and land surveyors
- Consult with JDCF Land Stewardship staff on acquisitions of new fee simple lands
- Pursue and administer grants for Land Preservation purchase projects
- Lead and oversee dispositions of JDCF lands and conservation easements as needed

- Assist local municipalities and other partners with Land Preservation and trail projects as needed
- Respond to requests from conservation easement landowners for JDCF to interpret conservation easement language, approve restricted activities, amend easement documents, etc.
- Document easement violations and oversee the easement enforcement process as necessary
- Ensure that all Land Preservation policies and procedures are followed and routinely reviewed and revised as necessary. Assist with other policy writing and revisions as determined by the Executive Director.
- Serve as Co-Chair of the Land Preservation Committee
- Maintain Land Preservation program records according to established policies and procedures.
- Administer the Landscape Conservation Software database
- Consult with legal counsel on complex or unusual questions or issues

Field-Based Duties

- Conduct monitoring visits and complete monitoring reports for fee simple and easement holdings
- Perform assessments of properties proposed for land or easement acquisition
- Collect field data for baseline documentation reports
- Perform outreach to landowners whose properties are considered high priorities for preservation and offer these landowners technical advice and land protection options.

Required Knowledge, Skills and Qualifications:

- A passion for the Driftless Area landscape of northwest Illinois and a commitment to conserving this landscape
- Bachelor's Degree in related field
- Minimum 3 years' relevant experience.
- Demonstrated ability to communicate complex issues to landowners, volunteers, and Board members.
- Ability to negotiate written legal agreements.
- Strong social and interpersonal skills including the ability to resolve and mediate conflict and maintain good working relationships with coworkers, volunteers, and members of the community.
- Technical writing proficiency for legal documents, grant funding applications, reports, etc.
- Knowledge of the ecological, biological, and agricultural systems and issues of northwest Illinois.

Optional Knowledge, Skills, and Experience

- Experience with real estate transactions, including conservation easement transactions

- Demonstrated competency in the legal, financial, and scientific issues in real estate and land preservation.
- Knowledge of tax-related issues and incentives for private land conservation.
- Knowledge of the Indigenous cultural features and Indigenous peoples whose traditional territories include northwest Illinois.
- Experience in budgeting and finance
- Experience in prescribed fire

Required Training, Licenses, and Certifications

- Valid Driver's License

Preferred Training, Licenses, and Certifications

- National Wildfire Coordinating Group (NWCG):
 - S-130 Firefighter Training
 - S-190 Introduction to Wildland Fire Behavior

Salary and Benefits

- This is a full-time position with potential for advancement
- Starting salary is \$50,000 to \$65,000 per year. Annual salary increases are based on performance and as annual budgets permit.
- Two weeks paid vacation after 6 months of employment. Additional paid vacation is available depending on length of employment.
- Paid sick days and paid holidays.
- Group health insurance plan for employees
- Eligibility for enrollment in JDCF's retirement plan after 6 months of employment
- Flexible, "family-first" work schedule
- Being part of a growing, dynamic, and impactful organization
- Living in the Driftless Area of Jo Daviess County – a beautiful landscape of rolling hills, deep river valleys, a thriving tourist industry, low cost of living, and excellent recreational, entertainment, and educational opportunities.

Jo Daviess Conservation Foundation is an Equal Opportunity Employer.