



CASCADE LAND CONSERVANCY

615 Second Ave Suite 600
Seattle, WA 98104

JOB ANNOUNCEMENT

BACKGROUND

CLC fills a unique and important niche as the largest conservation and community building organization dedicated solely to this region. As a national leader, CLC is shaping a future that will flourish environmentally and economically. We partner with thousands of leaders and residents across the region to create healthy, livable and prosperous communities. For over 20 years, CLC has led efforts to conserve more than 172,000 acres of forests, farms, shorelines, parks and natural areas and restore critical landscapes.

Cascade Land Conservancy is an Equal Opportunity Employer. CLC actively seeks candidates from a variety of backgrounds, who are committed to the mission and vision of the organization.

OPEN POSITION:	CONSERVATION DIRECTOR – OLYMPIC PENINSULA
REPORTS TO:	Sr. Managing Director - Conservation Transactions
LOCATION:	Olympic Peninsula, Washington State
SALARY:	D.O.E.
BENEFITS:	Eligible, Class II
SUMMARY OF QUALIFICATIONS:	This position requires you to have the ability to network and collaborate with a variety of community stakeholders. Revenue generation, budget management, grant writing and public speaking abilities are essential to this position. Experience in public and private community development and land conservation techniques, real estate, land use, forestry, legal, and planning knowledge is preferred. Frequent travel across the Peninsula and to the CLC headquarters in Seattle is required. Position is expected to establish CLC as a regional presence across the peninsula through strategic selection of projects and community activities, at a scale that can be achieved by a single individual with team-level support from Seattle office.

TO APPLY:	Email: jobs@cascadeland.org Subject Line: "OPCD" <i>Or send cover letter and resume to:</i> Cascade Land Conservancy 615 Second Ave, Suite 600 Seattle, WA 98104 Fax: (206) 577-9956 ATTN: Operations Director
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APPLICATION DEADLINE: 8/26/2011

APPLICATION PROCESS

Carefully review the attached job description and qualifications for this position. Typically, we only consider candidates who meet or exceed the qualifications outlined. Email submissions are preferable; however we do accept resumes via post and fax. When emailing resumes, please save your document as a PDF, Microsoft Word document or in text format.

CLC's Human Resources department thoughtfully reviews every resume submitted. Unfortunately due to the high volume of resumes we receive, we only contact applicants who we plan to interview. If we contact you for an interview, please be prepared to provide us with your full employment history and to undergo a thorough background and professional reference check. If we do not contact you, you were not considered for the position. You will know a position has been filled when we update the "Career Opportunities" page on our website: www.cascadeland.org.

SUMMARY OF BENEFITS

PAID TIME OFF (PTO)

- Employees accrue 160 hours of PTO annually. Employees who have worked for CLC for more than 5 years accrue PTO at a higher rate.
- 10 paid holidays – New Year's, MLK, President's, Memorial, Independence, Labor, Thanksgiving Eve/Day, Christmas and Christmas Eve or Boxing Day.
- Employees working a full calendar year must use at least 80 PTO hours annually. Employees working more than six months in a calendar year must use at least 40 PTO hours annually.

MEDICAL

- Group Health PPO (in-network) and First Choice Health Network (out-of-network).
- In/Out-of-Network office visit co-pay – \$25. Calendar year employee deductible at \$500; family at \$1,500.
- Employee portion of the medical/dental premium is deducted pretax. Contribution is based on class level:

Class I: Executive Management - \$100,
Class II: VP and Directors - \$75,
Class III: Program Managers & Other Staff – \$50
Class IV: Hourly Employees – \$25

- Family/dependent coverage is available at employee expense.
- Health Reimbursement Arrangement.

DENTAL

- Washington Dental Service – Delta Dental PPO;
- Preventative care paid in full; no deductible;
- Basic care at 80% coverage; major care at 50% coverage, annual maximum \$2,000.

VISION

- Eye exams covered once every 12 months – must be a GHC provider.
- Hardware benefits of \$100 in any 24 consecutive month period.

LIFE INSURANCE and AD&D

- \$35,000 Life and \$35,000 Accidental Death & Dismemberment insurance.
- CLC pays full premium.

SHORT TERM DISABILITY

- Benefit pays 60% of pre-disability salary, subject to policy cap.
- 14 day elimination period, 11 week maximum coverage.
- CLC pays full premium.

LONG TERM DISABILITY

- Benefit pays 60% of pre-disability salary, \$4,000 monthly policy cap.
- 90 day elimination period, 24 month maximum coverage.
- CLC pays full premium.

MISC BENEFITS

- Subsidized transportation pass offered – ORCA Passport with Home Free Guarantee.
- Employee Assistance Program (EAP)
- 401K eligibility after 6 months of employment
- COBRA Benefits – 60 day post termination election period.
- Flexible Spending Account

Benefits are effective the first full month of employment. Information contained herein is intended as only a brief summary of the benefits offered at Cascade Land Conservancy and is not all-inclusive. Actual benefits are subject to certain contracts and restrictions and may change without notice. Detailed features and limitations are available in the Administration Office.



CASCADE LAND CONSERVANCY

615 Second Ave Suite 600
Seattle, WA 98104

JOB DESCRIPTION

POSITION:	Conservation Director – Olympic Peninsula
REPORTS TO:	Senior Managing Director – Conservation Transactions
LOCATION:	Olympic Peninsula, Washington State
POSITION TYPE:	Full-time, Salary-exempt
SALARY RANGE:	D.O.E.
BENEFITS:	Eligible, Class II

SUMMARY OF POSITION

Responsible for the development and implementation of all aspects of Cascade Land Conservancy's (CLC) programs on the Olympic Peninsula, including implementation of the Olympic Agenda, a regional effort to sustain working lands, habitat, a vibrant economy and quality of life for local communities. The Conservation Director engages with business, local government, state leaders and agencies, tribes and local community leaders to generate opportunities advance Cascade Land Conservancy's programs and Olympic Agenda strategies. The position is responsible for significant revenue generation through innovative conservation transactions and outreach for business opportunities in other fee-for-service consulting services in the arenas of stewardship, planning and community place-making. The position will also provide leadership on designated projects and programs of regional significance.

SPECIFIC DUTIES

I. PROJECT IMPLEMENTATION

Approximately 45% of work hours in support of community development and land conservation projects, including the following major elements:

- A. *Land Conservation and Community Projects* – Identify community development and conservation projects based on CLC's five year strategic plan, CLC's program objectives and Olympic Agenda strategies, and sound financial analysis. Work with landowners, regulatory authorities and others to develop an optimal conservation and financial strategy for each proposed project. Activities to accomplish this may include:
 - 1) Participate in design and implementation of land conservation and innovative community development projects outlining concept, critical elements, impediments, major milestones, work plan and financial pro forma.
 - 2) Negotiate with landowners and other stakeholders to develop transactions and projects that meet multiple objectives.
 - 3) Work with all departments within CLC, including:
 - o Property Services Team in due diligence and closing phases of real estate transactions;

- Policy Team on community development strategies, state / federal legislation, tribal relations, and local regulatory initiatives;
 - Stewardship Team on property due diligence, and recruitment of restoration and land stewardship contract opportunities;
 - Development Team on identifying and cultivating major donors, identifying and pursuing grant opportunities, and assisting with relationship building for CLCs President and leadership;
- 4) Develop project-specific funding strategies to support Olympic Peninsula programs and contribute to organizational sustainability.
 - 5) Consult with public bodies, elected officials, and agency staff such as county and city planning commissions, conservation committees, regional commissions and others regarding specific conservation projects.
- B. Work with CLC's partners, the local trustee group and leadership team to advance Olympic Agenda projects.
 - C. Seek out and develop clients, both private and public, who control or have an interest in landscape scale conservation, smart growth, and community approaches to conservation. Respond to inquiries from landowners and interested communities.

II. OLYMPIC AGENDA AND SUSTAINABLE COMMUNITIES PROGRAMS

Approximately 45% of work hours

- A. Meet and work with local community groups, county and city government, conservation commissions and other stakeholders to advance the Olympic Agenda and to develop business opportunities, including pursuit and implementation of grants such as H.U.D.'s Sustainable Communities program.
- B. Meet regularly with, engage with and assist in recruitment of CLC's Olympic Peninsula Leadership Team, Board Members and Trustees from the Olympic Peninsula, employing their local knowledge, contacts, and resources to implement strategies and influence policy in recognition of local conditions.
- C. Work with local land trust partners to gain insight into conservation needs and efforts within the community and to establish broad support for CLC programs, particularly the Olympic Agenda.
- D. Provide technical support to cooperating organizations; coordinate and collaborate with government and conservation organizations on specific Olympic Agenda projects.
- E. Participate with Policy and Stewardship Teams on internal and external conservation strategies, stewardship initiatives and policy implementation to advance the Olympic Agenda.

III. OTHER AREAS OF RESPONSIBILITY

Approximately 10% of work hours

- A. Public Relations and Education, including workshops, events and presentations. This also includes maintaining relationships with allied professionals and pursuing professional development opportunities.
- B. Membership/Financial Development including working with CLC's outreach and development staff on fundraising, membership development and events.

- C. Presentation to Board of Directors and Committees of relevant issues and program activities to the appropriate committee.
- D. Administrative duties including preparation of annual work plans, annual department plans, program budget and maintenance of project records, etc.
- E. Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in social sciences, natural resources, and/or environmental policy/affairs or related field, advanced degree preferred.
- Ability to develop a positive working relationship with a variety of stakeholders from across the political spectrum including multiple partner agencies/organizations, elected officials, community supporters, staff, and volunteers.
- Experience in public and private land conservation techniques, real estate, land use and forestry; legal and planning knowledge preferred.
- Excellent written and oral communication skills, including negotiation and public speaking.
- Demonstrated success in fundraising and grant writing for programs.
- Demonstrates resourcefulness and strong problem-solving skills.
- Ability to organize and manage diverse activities and set priorities.
- Ability to organize and manage diverse activities, set priorities, and remain flexible under pressure.
- Flexible and able to work well under pressure, with limited direct supervision.
- Ability to work some non-standard hours, including evenings and weekends.
- The ability and willingness to work evenings and weekends as necessary, and to travel frequently throughout Washington State.
- Valid, insurable driver's license/record.