



**Cedar Lakes Conservation Foundation**  
**Job Title: Land Conservation Coordinator**

**Location: West Bend, Wisconsin**  
**Position Type: Full-Time**

**Overview:** The Cedar Lakes Conservation Foundation (CLCF) is a community-based nonprofit organization that works with local landowners and other partners to protect the natural environment of the Cedar Lakes region. Founded in 1974, CLCF is one of the oldest land trusts in Wisconsin and has protected over 3,200 acres of land in its mission area. The primary responsibility of the Land Conservation Coordinator is to further CLCF's land conservation efforts in the Cedar Lakes Region.

**Work Environment and Physical Demands:** The Land Conservation Coordinator splits time between CLCF's office in West Bend, WI (70%) and CLCF's conserved land in the Cedar Lakes Region (30%).

**Duties and Responsibilities:** The Land Conservation Coordinator will work closely with the Executive Director, Land Conservation Committee, Executive Committee, and Stewardship Manager to achieve CLCF's land conservation goals. The Land Conservation Coordinator will contribute to all aspects of the land conservation process, including grant writing, landowner outreach, transaction negotiations, title work, real estate closings, and baseline documentation. The Land Conservation Coordinator is also responsible for building and maintaining positive relationships with community members to facilitate land conservation projects, assist with land stewardship projects, and uphold CLCF's public image.

**Land Conservation**

- Ensure compliance of the land protection program with Land Trust Alliance Standards and Practices, Land Trust Accreditation Commission requirements, and IRC 501(c)3 and 170(h) requirements to secure and maintain accreditation and non-profit status
- Secure funding from philanthropic and government sources to underwrite fee simple and conservation easement purchases
- Draft and negotiate conservation easements with landowners

- Ensure all steps for acquisition and easement projects are professionally completed including landowner negotiation, title work, environmental hazard assessments, baseline documentation, and required recordkeeping, from inception to completion.
- Develop and maintain partnerships with community land protection partners and government organizations
- Consult with attorneys for legal review and oversight of all land protection projects
- Assist in developing marketing, outreach, environmental education, and public use materials for CLCF

#### Conservation Easement and Fee Simple Land Stewardship

- Assist Stewardship Manager with conservation easement monitoring and enforcement
- Assist Stewardship Manager with land management and restoration projects as needed
- Prepare and update Baseline Reports for conservation easements

#### General Operations

- Respond to general administrative duties, such as managing budgets, responding to inquiries, and attending staff meetings

#### **Required Qualifications:**

- Four-year or advanced degree in natural resources, environmental policy, economics, ecology, earth science, biology, or related discipline
- Minimum of one year work experience in natural resources management, real estate, or related field
- Familiar with MS Office, including Word, Excel, PowerPoint and Outlook
- Experience with database management and computer literacy
- Familiarity with grant writing process
- Basic knowledge of ArcGIS, including ability to create and edit maps
- Strong project management, communication, and recordkeeping skills, including the ability to clearly communicate verbally and in writing
- Demonstrated knowledge of natural ecological communities of southeastern Wisconsin or a strong willingness and ability to learn
- Willingness to attend occasional evening and weekend events and willingness to serve as event support
- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views. Ability to represent CLCF and respond to general inquiries

#### **Desired Knowledge, Skills, and Abilities:**

- Excellent analytical, organizational, verbal and written communication skills

- Experience working with non-profits
- Ability to complete work with a high degree of independence and organization
- A team player who enjoys collaborating with diverse people and partner organizations

We know there are great candidates who may not check all these boxes. We also know you might bring important skills that we haven't considered. If this describes you, don't hesitate to apply and tell us about yourself.

### **Compensation and Benefits:**

- Salary \$50,000 per year, commensurate with experience
- Full-time, exempt position, working 40 hours per week
- In the first year, we offer 12 days of vacation (increases with years of employment), 10 days compassionate and medical leave per calendar year, and 10 paid holidays (including two floating paid holidays)
- We provide a \$6,500 medical stipend and a 3% of annual salary match to a Simple IRA once qualified for the program
- We foster a respectful, collaborative, and fun work environment
- We are an organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity, and inclusion with all employees

### **Our Hiring Process and Timeline:**

- We will review applications on a rolling basis until the position is filled
- Our hiring team will conduct interviews when qualified candidates are identified
- Finalists will be invited to a second-round interview; at that time, we will ask for three professional references

For more information about the Cedar Lakes Conservation Foundation, please visit  
[www.theclcf.org](http://www.theclcf.org)

Please submit your resume and cover letter, including where/how you first found out about this position and why the position intrigues you, to: [askclcf@theclcf.org](mailto:askclcf@theclcf.org)

*The Cedar Lakes Conservation Foundation is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices.*