

## Conservation Acquisition Specialist

**Mission of Organization:** Based in Doylestown, PA, and serving Bucks and surrounding counties, Heritage Conservancy is dedicated to the preservation and protection of significant open spaces, natural resources, and our historic heritage. To date, Heritage Conservancy has facilitated the preservation of over 15,500 acres of open space, farmland, wildlife habitat, and important watershed areas and designated more than 600 historic structures on its Register of Historic Places.

Heritage Conservancy seeks team members who represent the communities we serve, strives to foster an inclusive work environment, and is an Equal Employment Opportunity organization.

**Position Summary:** The Conservation Acquisition Specialist leads Heritage Conservancy's land conservation projects that advance the organization's mission and impact throughout Bucks and surrounding counties.

The Specialist works with private landowners, local municipalities, and public agencies to conserve land through collaborative and lasting partnerships. The Conservation Acquisition Specialist's responsibilities include managing acquisition transactions, educating the public and partners about land protection, developing partnerships and innovative methods for leveraging funding opportunities.

### Responsibilities:

- Lead all aspects of land and conservation easement acquisition projects including: feasibility analysis, conservation strategy recommendations, landowner negotiations, secure project funding, complete due diligence (title work, appraisals, surveys. Etc.).
- Research and select potential projects in coordination with partners, and Director of Resource Protection and HC Leadership, and appropriate committees and board.
- In collaboration with Director of Resource Protection and Heritage Conservancy's legal counsel, prepare and review legal documents including letters of intent, purchase and sales agreements, easements and governmental agreements.
- Work in collaboration with property owners' brokers and legal counsel in negotiation and development of conservation projects.
- Facilitate the review of legal and real estate documents (i.e. surveys and title) to determine liabilities associated with potential acquisitions and oversee resolution of any issues prior to closing.
- Prepare grant applications for local, county, state, federal funding programs.
- Build relationships with private landowners and local municipalities.
- Educate landowners and stakeholders about conservation benefits and practices.
- Provide landowners with guidance and information about conservation techniques, including conservation easements, bargain sales, and charitable donations.
- Build and maintain productive relationships with government agencies or other representatives pertaining to land conservation and funding opportunities.
- Pursue Professional Services Contracts with municipalities.

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Commitment to the mission of Heritage Conservancy and a passion for land conservation.
- Exceptional interpersonal skills with a strong desire to engage with others demonstrating authenticity, diplomacy, professionalism and tact.
- Excellent negotiation skills with the ability to work toward solutions or new approaches and productively navigate conflict.
- Proactive self-starter who demonstrates a high degree of initiative, and resilience; aptitude for creative problem solving.
- Excellent written and verbal communication including strong presentation skills.
- Excellent stakeholder management skills; collaborative team player.
- Comply with all Heritage Conservancy workplace safety rules and regulations that are in effect, including, but not limited to CDC guidelines related to mitigating the spread of COVID-19 including vaccination.

**Education and Experience Requirements:**

- BA/BS degree in management, finance, real estate, resource/land management or other relevant area.
- At least four (4) years of relevant professional experience in land trust work, conservation project management, land use planning, and/or real estate transactions.
- Proficient with the Microsoft Office Suite.
- Ability to work evening and weekend hours, as needed.
- Ability to travel throughout Bucks and surrounding counties.

**How to Apply:** Interested applicants should send a cover letter and resume to Heritage Conservancy at [joinourteam@heritageconservancy.org](mailto:joinourteam@heritageconservancy.org). No phone calls please.