



## Job Announcement: Acquisition Specialist May 2019

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The Land Trust for Santa Barbara County seeks a full-time Acquisition Specialist with experience in real estate and related conservation transactions whose core responsibility will be to assist in executing a comprehensive strategic plan that prioritizes the conservation of private land, primarily through acquisition of fee title and conservation easements. Excellent communication skills will be essential to writing, presenting and implementing conservation projects and planning documents, and to preparing other legal, real estate, financial and descriptive materials.

Santa Barbara County is one of the world's great biogeographical regions. Since 1985, the Land Trust has worked actively with the community, local landowners, federal and state agencies, and other partners to conserve the county's natural resources, including more than 27,000 acres of the county's wildlife habitat, natural open space, and working ranch- and farmlands.

**Position Title:** Acquisition Specialist  
**Reports To:** Conservation Director  
**Work experience:** 2-3 years  
**Est. Start Date:** August 15, 2019  
**Annual pay range:** \$50,000-\$65,000, commensurate with experience  
**Benefits:** Paid vacation and holidays  
"Employer defined benefit" health and dental insurance plan for full-time employees  
Simple IRA program that includes employer-matching contributions  
**Location:** Santa Barbara, CA

### Overview

The Acquisition Specialist works as part of a team of three responsible for conservation and stewardship at the Land Trust. Reporting to director of conservation, the acquisition specialist will play an integral role in planning and implementing a landowner outreach strategy and acquisition efforts. As part of the team, the acquisition specialist will attend land committee and staff meetings. This position does not supervise paid staff, and is paid on an hourly basis (non-exempt). While standard office hours are 9 a.m. to 5 p.m.; occasional weekend and evening hours are required.

### Duties and Responsibilities

**Project Identification and Development**--Assist the Conservation Director in identifying, developing and carrying out all phases and types of land acquisition projects (fee simple, conservation easements, and agency assists) including project evaluation, description and documentation, and coordination with community and governmental partners.

**Transaction Management**--Draft, review and/or edit legal, title, insurance and other real estate documents; manage relationships, contracts and deliverables with appraisers and consultants; track project timelines, financial obligations, billing and reimbursements of fees/expenses, and endowment contributions; and manage document revisions, final publication, and signatures through close of transactions via escrow or other means.

**Outreach**--Assist the Conservation Director in evaluating, prioritizing, arranging and conducting outreach to private landowners, including landowner education and responses to inquiries regarding potential gifts or sales; manage partnerships and leverage support for projects through outreach to and involvement with landowners, their neighbors, agencies, legislators, the general public, and the Land Trust's Trustees and members; write newsletter articles, prepare landowner information packets and brochures, and update information for the website.

**Funding**--Assist developing and carrying out funding strategies for land projects, including identifying, researching, writing, and presenting grant applications, and tracking timelines and financial progress toward satisfaction of deliverables and documentation of project completion.

### **Minimum Requirements**

Bachelor's degree in conservation, law, real estate, planning, natural resource conservation or related field

2 years of work experience in land acquisition and protection or a related field

A passion for land conservation and the Land Trust's mission

Demonstrated ability for independently managing multiple, simultaneous projects as well as working with a team

Ability to maintain confidentiality and show sensitivity to landowner information and relationships

Strong interpersonal skills and a sense of humor

Proficiency with computer software, including MS Office, Adobe products, Internet applications and e-mail.

### **Desired Qualifications**

Understanding of Santa Barbara's conservation landscape, politics and community values

Understanding of conservation finance and tax law

Experience with fundraising from public, private and foundation entities

Proficiency with ArcGIS, Google Earth and/or other mapping software

The Land Trust is an Equal Opportunity Employer.

To learn more about the Land Trust, please visit [www.sblandtrust.org](http://www.sblandtrust.org).

### **Recruitment Process and Timeline**

**Application filing deadline: Friday, June 28, 2019, 5:00 p.m. PDT**

Interested applicants should submit application materials via email with "Acquisition Specialist" in the subject line to: [info@sblandtrust.org](mailto:info@sblandtrust.org). Required application materials include: (1) a cover letter, (2) resume, and (3) a writing sample with a brief description of your role in the document.

**Supplemental Questionnaire: Monday, July 8 – Thursday, July 11, 2019**

Applicants who pass initial review will be contacted on July 8 and asked to complete a supplemental questionnaire, which must be returned to the Land Trust via email by Thursday, July 11 by 8:00 a.m. PDT.

**Interviews: Monday, July 15 – Wednesday July 24th, 2019 (times TBD)**

Applicants who pass the questionnaire review will be invited to interview at our offices in Santa Barbara, California, or via telephone or videoconference.

**Second Interviews: Monday, July 22 – Wednesday July 24th, 2019 (times TBD)**

If necessary, final candidates will be invited for a follow-up interview at our offices in Santa Barbara, California, or via telephone or videoconference.