



The Land Trust For Santa Barbara County

Job Description: Land Transaction Manager

Founded in 1985, The Land Trust for Santa Barbara County is a 501(c) (3) tax exempt California non-profit Corporation that conserves natural resources, agricultural land, and open spaces for the benefit of present and future generations.

The Land Trust seeks a seasoned real estate professional and project manager with an interest in conservation. This is a full-time, exempt position reporting to the Conservation Director. The Land Transaction Manager plays an essential role in planning and managing various aspects of land acquisition efforts, grant administration, landowner engagement, contractor management, project tracking and communications. The position requires knowledge of California real estate practices and use of professional judgment in advancing projects through the necessary steps to completion. The Land Transaction Manager is a key contact for funding and regulatory partners as well as landowners. As part of the team, the Land Transaction Manager is responsible for helping ensure materials are prepared as necessary for the Board of Trustees, Land Committee, and staff meetings. This position directs the work of contractors, some administrative staff tasks, and some intern tasks as appropriate.

Responsibilities

- **Transaction Management**—Draft, review and/or edit legal, title, insurance and other real estate documents; manage relationships, contracts, and deliverables with appraisers and consultants including Land Trust counsel; track project timelines, financial obligations, billing and reimbursements of fees/expenses, as well as endowment contributions; and manage document version control, final publication and signatures, through close of transactions via escrow or other means.
- **Funding**—Working in collaboration with other staff, develop and carry out funding strategies for land protection projects, including identifying, researching, writing, and presenting grant applications, securing funding and implementing expenditures, and tracking timelines and financial progress toward satisfaction of deliverables and documentation of project completion.
- **Landowner Engagement**—Work with the conservation team to engage with landowners at various stages of project development and implementation. Respond to inquiries regarding potential gifts or sales; manage various partnerships and leverage support for projects through outreach to and involvement with landowners, their neighbors, agencies, legislators, the public, and Land Trust trustees and members. Provide content for newsletter articles, help prepare landowner information packets and brochures, and update information for the website.

- **Conservation Team Administration**—Manage calendar of important project development tasks, grant deadlines, etc. Write and support the distribution of various meeting materials.
- **Project Identification and Development**—Support the conservation team in identifying, developing and carrying out all phases and types of land acquisition projects (fee simple, conservation easements, mitigation and agency assists) including project evaluation, description and documentation, and coordination with community and governmental partners.

Qualifications

- 4+ years progressive experience in California real estate transactions.
- 4+ years progressive experience with real estate project management, including managing budgets and funding sources.
- Demonstrated ability to work independently and creatively solve problems using sound professional judgement and discretion.
- Ability to set priorities, remain flexible and composed under pressure, and devote adequate attention to detail in order to maintain an efficient and organized workload involving simultaneous management of multiple projects.
- A solid knowledge of how conservation principles can be achieved through real estate transactions on private lands is desired.
- Excellent interpersonal, oral, and written communication and presentation skills.
- Proficient with standard PC computer software, including MS Word, Excel, PowerPoint, Adobe products, Internet applications and e-mail.
- Commitment to the Land Trust's mission.

Essential Requirements

- Possess valid, insurable driver's license
- Ability to sit at a desk, type, bend, twist
- Ability to lift or move up to 15 pounds

Compensation and Benefits

Compensation is commensurate within the non-profit field and is based upon experience. Benefits include generous vacation, paid health and dental premiums, and a supportive team culture. Successful candidates also have the opportunity to join an employer-sponsored retirement plan. This position is a full-time, exempt position. Our office is based in downtown Santa Barbara, CA. This position requires frequent travel throughout the county. Currently we are working under a COVID-19 protocol and following our regional guidelines.

How to Apply

Please submit a resume and a compelling cover letter to Meredith Hendricks at info@sblandtrust.org with the subject: Land Transaction Manager.

The Land Trust for Santa Barbara County is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age disability, protected veteran status, or other characteristics protected by law.