

THE CONSERVATION FUND

POSITION DESCRIPTION

TITLE: Texas Field Representative

LINE OF BUSINESS/DIVISION: Conservation Acquisitions/Southeast Region

FLSA STATUS: Exempt

REPORTS TO: Texas State Director

NUMBER OF POSITIONS REPORTING TO THIS POSITION: None

LOCATION: Location is flexible across Texas

THE CONSERVATION FUND

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985, including more than 240,000 acres in Texas. To learn more about TCF, visit www.conservationfund.org.

POSITION SUMMARY

The Texas Field Representative will seek, maintain, and complete a portfolio of conservation real estate projects throughout Texas. Projects may include, but are not limited to, ecologically sensitive tracts, conservation easements on private lands, historically significant sites, recreational trails, and mitigation lands for federal, state, local and private partners. The Texas Field Representative will work cooperatively with landowners, government agencies, and other partners to initiate projects, secure funding, and shepherd projects through the acquisition process.

RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions.

- Coordinate conservation activities statewide with Texas Director and Southeast teams.
- Initiate and implement conservation real estate transactions.
- Identify and engage owners of priority conservation lands.
- Negotiate sales contracts.
- Raise project funds from public and private sources and prepare and track project budgets.
- Oversee due diligence activities including appraisals, surveys, title policies, site evaluations, and coordinate all with legal team.
- Coordinate project closing and transfer of lands/easements to public agency and private non-profit partners.
- Build relationships with private/corporate landowners; public agency leaders and staff; private funders; and elected officials.
- Manage and grow relationships with key partners in public agencies, the private sector, other NGOs, and within TCF.
- Work with TCF staff in development, finance, media and other TCF programs to coordinate in-state projects.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field such as planning, law, real estate, political science, environmental sciences, biology, natural resources management, forestry, and/or natural resource economics. Advanced degree preferred.
- At least four years of experience with land trusts, conservation real estate work, transaction styles, funding programs and land conservation.
- Demonstrated experience with conservation and land use issues, especially in Texas.

- Familiarity with grant writing and experience with non-profit conservation organizations.
- Excellent interpersonal, verbal, and written communications skills.
- Attention to detail and ability to meet deadlines and under pressure.
- Ability to work with minimal supervision, maintain own schedule in coordination with other staff, demonstrate flexibility and an ability to shift priorities quickly, and a dedication to teamwork.
- Ability to work positively and cooperatively with the public, TCF staff, conservation professionals and leaders, and private and governmental organizations.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- Experience in using ArcMap/ESRI GIS applications is preferred.

PHYSICAL DEMANDS

- Occasionally requires long drives and/or travel over rough terrain in an outdoor remote setting.
- Prolonged periods of sitting at a desk and working on a computer.

WORK ENVIRONMENT

- Work is performed in both office and outdoor settings.
- Estimated travel – Less than 25%. Travel to potential acquisition properties throughout the state to meet with landowners, government agencies, and other partners is needed, sometimes on short notice.

COMPENSATION and BENEFITS

This position offers a competitive salary, opportunities to earn performance-based bonus compensation, and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan, and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Qualified candidates should email resume and cover letter to: careers@conservationfund.org.

The Conservation Fund, a nonprofit corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.