

THE CONSERVATION FUND

Position Description

TITLE: Real Estate Specialist

LINE OF BUSINESS/DIVISION: Working Forest Fund®

FLSA STATUS: Exempt

REPORTS TO: Conservation Director

NUMBER OF POSITIONS REPORTING TO THIS POSITION: 0

LOCATION: Chapel Hill, NC preferred

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.

POSITION SUMMARY

The Real Estate Specialist is part of the Conservation and Outsale department within the Working Forest Fund (WFF®) team. The Real Estate Specialist’s primary role is the marketing of easement encumbered forestland and non-conservation lands across the WFF® portfolio. The Real Estate Specialist will serve as a key resource for the WFF® team and regional conservation acquisition staff, developing and expanding a network of potential conservation focused timberland buyers, tracking the current trends in the timberland real estate market, and ensuring that marketability risks are minimized throughout WFF® project implementation.

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 with disabilities to perform the essential functions.

- Work with regional Conservation Acquisition staff, Conservation Director and Land Protection Specialist to develop and implement final disposition strategies for properties within WFF®’s portfolio.
- Coordinate marketing and sales efforts associated with the disposition of non-conservation lands and easement encumbered lands within the Working Forest Fund’s portfolio. Ensure that these transactions are completed in an efficient and timely manner that conforms with Land Trust Alliance Standards and Practices, TCF Real Estate policies and meets the requirements set forth by funders and easements.
- Develop and maintain relationships with forestland brokers, timberland investors, and conservation buyers to expand the buyer pool and strengthen the marketability of WFF®’s portfolio.
- Work with appropriate marketing and communication, development, conservation acquisition and WFF® team members to develop associated marketing and outreach materials to ensure that WFF®’s external marketing materials are consistent with TCF’s messaging and branding.
- Work with WFF®’s Forest Analysts, Forest Operations Managers and legal team to establish, maintain and manage data rooms materials for non-conservation lands and easement encumbered lands to ensure a consistent process and equitable access to proprietary information for all potential buyers.
- Create and implement processes that identify and evaluate timberland real estate trends including comparable sales, timber market trends, and impacts of easements on the marketability of forestland;
- Work with WFF®’s Business Manager, Conservation Director and Land Protection Specialist to ensure tracking and reporting functions associated with WFF® dispositions are optimized.

- Assist regional conservation staff and WFF® team with implementing conservation strategies including easement review, appraisal review, evaluation of restoration opportunities, and resolution of title issues involving access and boundaries.

MINIMUM QUALIFICATIONS

- Bachelor's degree; three years of real estate sales experience can be substituted for education.
- Familiarity with conservation easements, forestry and timber markets.
- Ability to interact well with diverse stakeholders, including timberland owners, real estate brokers, timberland investors, public agencies, community groups, and local citizens.
- Proficiency in basic computer software (MS Word, Excel, Illustrator, ARC GIS).
- Self-motivated, detail-oriented and independent professional who works well as an individual and as a member of a team.
- Excellent verbal and written communication skills.
- Excellent sales, interpersonal and customer service skills.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- Timberland sales experience.
- Familiarity with local, state and/or Federal laws related to real estate transactions, land use and/or zoning ordinances.
- Experience in forestry and/or natural resources.
- Experience in sales and marketing.
- Real estate broker's or appraisal license.

PHYSICAL DEMANDS

- Willingness to travel throughout the US and visit remote forest properties.

WORK ENVIRONMENT

- Work is performed primarily in an office setting with some time spent in the field on remote forest properties across the US.
- Estimated travel – 10-20%.

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 Non Profit 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 practice in the investigation of any complaint, or otherwise oppose discrimination.