



## LAND CONSERVATION GRANT SPECIALIST

### POSITION DESCRIPTION

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The Land Conservation Grant Specialist (LCGS) reports to the Executive Director and is responsible for managing LCHIP's competitive land conservation and stewardship grants program in adherence with the high standards established by LCHIP's enabling legislation. The LCGS is responsible for working with community groups across the state to support long-term conservation of natural and historic resources through acquisition of property or easements, ensuring that all grant-funded land or easement acquisition projects adhere to statutory requirements, organizational policies, and best practices in land conservation, and with ensuring restrictions on conservation properties or easements acquired with financial assistance from LCHIP are upheld.

#### **LAND CONSERVATION GRANTS PROGRAM**

The LCGS will develop all program-wide communications, and will interpret program rules, regulations, and requirements. The LCGS will manage the grant proposal and evaluation process and support the natural resource review and advisory panels.

The LCGS will:

- Assist in establishing, interpreting, and evaluating proposals against, natural resource criteria and priorities
- Provide objective, judicious guidance and instruction to applicants to assist in project and proposal development
- Serve as staff liaison and support to LCHIP's Natural Resource Review and Advisory Panels, supporting the panels in evaluating grant proposals and preparing recommendations for the LCHIP Board of Directors
- Work with grant recipients to develop deed and grant agreement terms; and to successfully complete projects
- Review surveys, appraisals, environmental assessments, baseline documentation reports, and other due diligence submissions for compliance with LCHIP requirements
- Carry out other tasks and duties as necessary or as directed

#### **STEWARDSHIP PROGRAM**

Ensure LCHIP-funded conservation lands are stewarded in accordance with the associated legal agreements and grant obligations as required by statute and oversee the long-term stewardship of resources acquired with LCHIP assistance.

- Manage annual stewardship grants program, to include tracking, receiving, and reviewing submitted reports and processing annual grant payments
- Serve as primary liaison to stewards, responding timely to requests for approval, amendment, or interpretation of restrictions in consultation with Executive Director
- Ensure a schedule of cyclical field visits is carried out in accordance with program guidelines
- Oversee LCHIP's part time/seasonal natural resource steward, to include work planning, scheduling, and work product reviews

- Insure LCHIP’s stewardship program aligns with Land Trust Alliance Standards and Practices for fee and easement stewardship as well as providing responsible oversight of the Authority’s interests, as required by statute.

### **GENERAL**

- Understand, interpret, and apply NH RSA 227-M which establishes LCHIP; :LCHIP’s *Criteria, Guidelines, and Procedures* and other program documents in carrying out job duties.
- Maintain a working knowledge of:
  - The National Land Trust Alliance standards for land conservation and stewardship
  - Industry trends, including best practices in drafting and enforcing conservation restrictions, and emerging trends in natural resource conservation, management, and stewardship
  - Natural resource and land conservation funding programs and opportunities
  - New Hampshire state and municipal and nonprofit governance, and

### **PERFORMANCE EXPECTATIONS**

- Work in partnership with colleagues to carry out shared duties equitably, coordinating program activities to ensure consistency in messaging and program execution
- Provide informed recommendations to the Executive Director regarding organizational policies or procedures, including project selection and evaluation criteria
- Represent, and increase awareness of, LCHIP in the greater land conservation community through attendance at industry events, conferences, and expositions and involvement in related programs and activities
- Utilize sound judgement and a thoughtful, resourceful approach to problem-solving
- Communicate clearly, precisely, and effectively in writing, public speaking and conversation, adapting communication methods to the individual situation and goals
- Independently manage work activities to support achievement of program goals, employing effective time and project management techniques to maintain efficient workflow
- Develop and maintain collaborative, positive working relationships with partner agencies and colleagues
- Identify and engage in professional development opportunities to maintain or enhance job performance
- Work cooperatively with other staff on parallel and shared duties
- Maintain proficiency with standard office programs and tools, including Microsoft 365, Office, Adobe