



Natural Resources Program Manager

Mojave Desert Land Trust

P.O. Box 1544 • 60124 29 Palms Hwy • Joshua Tree, CA 92252

NATURAL RESOURCES PROGRAM MANAGER

Join our dynamic and growing team at the Mojave Desert Land Trust. Protecting desert landscapes since 2006, we have acquired nearly 90,000 acres across the 26 million acres of the California Desert. With active programs in acquisition, land management, public policy, plant conservation and public engagement and outreach, we are a leading voice for the protection and preservation of our unique desert landscapes and resources.

We seek a **Natural Resources Program Manager** who will be responsible for aiding in planning and implementing all of MDLT's stewardship, restoration, and land use planning projects. The Manager will work closely with the Director of Lands to assist in the identification of priority conservation targets, acquisition strategies, and design restoration projects. In addition to ensuring compliance with all state and federal regulations, the Manager will also see that MDLT's land stewardship program is run in accordance with Land Trust Alliance standards and practices.

Starting Salary Range: \$55,000 to \$60,000

Roles and Responsibilities:

- Works with the Director of Lands, to make recommendations regarding priority areas for conservation, restoration and management strategies, grant opportunities, fee title and easement acquisitions, and other land related issues.
- Develops management plans for long-term holdings in coordination with Director of Lands.
 - Assesses funding needs for the management and development of long-term land holdings, and together with the grants team, applies for funding to complete projects (e.g. Palisades Ranch and conservation easements).
- Works with the Director of Lands to design and implement sustainable land management plans for MDLT's permanent fee title holdings.
 - Collaborates with the stewardship team, Plant Conservation department, and other partners as necessary to design and implement restoration plans on disturbed lands.
 - Partners with public and private conservation entities to identify landscape scale management priorities.
- In consultation and collaboration, works with Stewardship Coordinator to conduct cleanup, restoration, and monitoring activities on both fee title holdings and conservation easements, as appropriate.
 - Assesses whether or not the program is effectively staffed and funded to meet Land Trust Alliance, state, and federal obligations, and if not, makes recommendations to Director of

Lands.

- Conducts site visits as necessary to determine land conservation value, remediation and restoration needs.
- In consultation and collaboration with the Director of Lands, devises land management cost estimates for endowments, requests for funding, and grant proposals.
- Reviews and approves new acquisitions and tax sale site inspections for accuracy, timeliness, and completeness. This task may be delegated to the Land Stewardship Coordinator upon approval of the Director of Lands.
- Reviews and approves environmental site assessments to ensure accuracy and determine any remediation needs. This task may also be completed by the Land Stewardship Coordinator upon approval of the Director of Lands.
- Negotiates contracts with third-party environmental specialists to coordinate environmental site assessments, site remediation, or site restoration where necessary.
- Fulfills reporting obligations as dictated by program partners and funders.
- Provides input to the Director of Lands and the acquisitions team by identifying priority targets, developing acquisition strategies, and providing remediation estimates.
- Works with Development department to identify and apply for stewardship and land management funding opportunities and assists with necessary grant reporting.
- Assists with the development of the stewardship budget in conjunction with Director of Lands and Finance department and ensures proper record keeping and accounting.
- Works with the Executive Director, Director of Lands, and the Public Policy Coordinator to identify, assess and address public policy issues related to land management.
- Represents the organization in public forums to educate the public about our mission and goals and to advance the land management program.
- Assists Public Engagement and Outreach department in creating public engagement programs to support land management needs and is reflective of our volunteer and community culture.
- Acts as lead GIS coordinator. Creates maps, conducts analysis, researches and employs state-of-the art technology to assist with all aspects of acquisitions, stewardship, plant conservation and to assist in the, restoration, management and inspections process.
- With input from the Lands and Plant Conservation Directors, and the Stewardship Coordinator, prepare draft management budgets for mitigation lands, including easements MDLT is considering accepting and to help establish the management needs and budgets of Natural Resource Management endowments provided by the Department of Defense REPI program.
- Evaluates, and if acceptable, negotiates proposals to monitor and/or manage mitigation conservation lands held in fee title by another party.
- In conjunction with the Executive Director and the Director of Lands or their designee, pursues long-term funding opportunities such as durability agreements and mitigation banks.
- Works in collaboration with the Director of Plant Conservation or their designee to develop and implement restoration, management, and monitoring programs.
- Other duties as assigned.

Required Skills and Traits:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization. Must have the ability to be discreet and properly handle confidential information.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization. Proven experience working cooperatively, effectively, tactfully and personably with a variety of people including the leadership team, support staff, students, volunteers, regulatory agencies, local government, and conservation and other professionals.

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Must be able to effectively make presentations before large and small groups.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization. Must be able to work independently and under pressure at a fast and rigorous pace in response to an ever-changing demand of the position.
- **Organization:** Set priorities, develop a work schedule, monitor progress toward goals, and track details/data/information/activities. Must be extremely detail oriented.
- **Transportation:** Must possess a valid class “C” driver’s license at all times of employment and be able to safely operate a 4WS vehicle and trailer across a variety of terrain.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem in a timely, effective and efficient manner.
- **Technologically Advanced:** Proficiency in Microsoft Office Software products, Adobe Acrobat Reader or Professional, CRM/Donation Management Databases, Marketing Software, and website maintenance, preferably WordPress.
- **Flexibility:** Willingness to travel as needed and adjust shifts according to needs of the organization. Willing and able to work in a variety of terrains and weather. Must be able to evolve as the organization evolves and actively engages in furthering the development of the organization and to perform any other duties as assigned.
- **Ability to support MDLT’s conservation culture and MDLT’s values of Respect, Collaboration, Adaptability and Sustainability.**

Education and Experience Requirements:

- Bachelor’s degree in related field and/or commensurate experience in land management or conservation.
- Advanced GIS skills.
- Knowledge of restoration and environmental permitting
- Familiarity with California Environmental Quality Act (CEQA), National Environmental Quality Act (NEPA) and Environmental Site Assessments (ESAs) strongly preferred.
- Familiarity with conservation organizations, California Desert flora and fauna, arid ecosystems, and/or restoration ecology preferred.
- Knowledgeable in the best practices and emerging trends in conservation science and land conservation.

MORE DETAILS ABOUT MOJAVE DESERT LAND TRUST AND WHO WE ARE

The Mojave Desert Land Trust (MDLT) is a non-profit 501(3)(c) organization, founded in 2006. Our mission is to protect the ecosystems of the California Desert and their natural, cultural, and scenic resource values. MDLT’s service area spans nearly 26 million acres – the entire California portion of the eastern Mojave and Colorado Deserts. Our work ensures preservation and stewardship of ecologically sensitive desert lands and habitats in tandem with creating ways for people to experience and enjoy these extraordinary landscapes. We focus on acquiring and protecting properties within national parks and preserves, wilderness areas, areas of critical

environmental concern, and habitat linkages. We are also engaged in public engagement and outreach, plant conservation, land management and public policy. We have successfully conserved land in Joshua Tree National Park, Mojave National Preserve, Mojave Trails National Monument, and Death Valley National Park. The California Desert is full of amazing opportunities for creative conservation strategies, and the need is great, as pressures on these landscapes are increasing, too.

TO APPLY

Write to Lani Brown, Director of Human Resources at lanib@mdlt.org using the subject line “*Natural Resources Program Manager.*” **Application requires resume plus cover letter addressing your reasons for interest and how your experience prepares you for this position.** Please include at least three professional references with contact information. All applications are held in confidence; references will not be contacted until later in the search process with the candidate’s prior knowledge. Review of applications will begin immediately and will continue until the successful candidate is selected. Due to the ongoing COVID-19 pandemic, MDLT employees are working remotely – **NO PHONE CALLS PLEASE.**

BENEFITS

MDLT offers competitive salaries; paid vacation, sick, and administrative time; health, dental and vision insurance; 401(k) Retirement Plan with a 3% match, and 12 paid holidays per year.

Come join our team of highly motivated and passionate staff who care deeply about our mission and one another. At MDLT, we believe in, and support workplace diversity, equity and inclusion. It is our belief that a diverse and inclusive workforce leads to better discussions, decisions, and outcomes for everyone. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, color, religion, disability, sexual orientation and beliefs.