



Land Protection Program Manager Job Description

<i>Position Title:</i>	Land Protection Program Manager
<i>Reports to:</i>	Director of Conservation
<i>Status:</i>	Full-time, exempt
<i>MRT Pay Grade:</i>	Level E (\$68,492 - \$95,889)

Role of the Land Protection Program Manager

The Land Protection Program Manager oversees a growing portfolio of land and conservation easement acquisition projects in alignment with the Trust's strategic objectives and current holdings. The Program Manager develops and manages land acquisition projects, including fee simple, conservation easement, and partner-assist transactions throughout the McKenzie River Trust's service area. They also assist with protection-related inquiries for properties already in our portfolio. The Program Manager negotiates terms and develops instruments for the acquisition of conservation easements and properties through purchase and donation from willing landowners. The position requires project management, landowner outreach, negotiation, partnership facilitation, and close coordination with the Trust's stewardship and development staff.

Essential Duties for the Land Protection Program Manager

Identify opportunities and negotiate and manage land transactions

- Assess new land protection opportunities for their conservation values in relation to the Trust's strategic objectives and project selection criteria.
- Mentor and supervise program staff in land protection actions
- Develop and maintain contacts and relationships with landowners, public agencies, funders, and other partners.
- Respond to inquiries from landowners and discuss conservation options, costs and basic financial implications and benefits of conservation projects.
- Prepare and review acquisition and transfer documents (e.g., purchase agreements, conservation easements, appraisals, transfer agreements, title documents, escrow instructions, property/easement donation agreements etc.).
- Select, hire, and manage consultants with a range of expertise (such as attorneys, appraisers, realtors, environmental scientists, and surveyors) and complete property due diligence in accordance with MRT's procurement policy and any grantor requirements
- Coordinate all land protection projects with other Trust staff in fundraising, stewardship planning and cost calculation, and outreach.
- Work with other staff to ensure that all land conservation transactions are adequately

documented, including written reports, database management (Salesforce), GIS maps, and other means, in a manner that maintains MRT's accreditation with the Land Trust Alliance (LTA).

- Identify long-term property disposal scenarios for all new properties and manage disposal/sale of Trust properties.
- Support GIS capabilities of the Trust by securing spatial data in support of the land conservation work. Produce updated maps of protected lands for both internal and external audiences.
- Manage the flow of new prospective properties into the transaction process in order to keep the number of transactions at a manageable level. Provide feedback to other staff regarding capacity and plan projects on a timeline that leads to success
- Manage tribal repatriation projects and ensure projects align with Tribes' priorities and sovereignty.

Fundraising

- Identify and develop funding strategies for conservation projects, which includes securing private donations and grants from government and foundation sources.
- Coordinate with Trust staff to track sources and solicit grants of public and private funds, and to create solicitation strategies for potential donors of land and easements.

Stewardship

- Consult with stewardship staff to ensure proposed conservation values, easement terms, and restoration scenarios are feasible for new acquisitions.
- Work with conservation staff to integrate new acquisitions into the Trust's stewardship program and engage with outreach/development staff when properties close
- Review acquisition and transfer documents with staff, assist with preparation of easement baseline documentation reports, and management plans to protect conservation values.
- Review, access documents, legal rights, cultural uses, or other management concerns on conservation properties.
- Support MRT volunteer projects, community outreach events, and natural history tours as needed/directed.

Administrative, Partner, and Board Support

- Plan and manage Land Protection Program budget
- Present to staff, board, and committees on project opportunities and transaction details.
- Attend and participate in MRT team and staff meetings.
- Keep up to date on professional developments by participating in trainings offered through the Land Trust Alliance (LTA), Coalition of Oregon Land Trusts (COLT), and other sources.
- Keep abreast of policies that affect land conservation and funding for land conservation.
- Represent the Trust on technical teams, advisory groups, working groups, and in other venues to further the Trust's conservation work and the work of our partners.
- Participate in other activities which contribute to the mission of the Trust as needed.

Knowledge, Skills, and Abilities

- Minimum BA/BS degree in natural resources management, conservation law, or another related field of study, and at least 5 years of experience in land conservation, real estate, or related field.
- Experience in real estate transactions, paralegal work, or document review and editing, either through experience or education/training.
- Experience with land conservation real estate transactions and conservation easements.
- Strong negotiation and relationship building.
- Strong speaking, writing, and listening skills. Ability to work with diverse people and develop positive working relationships, especially with co-workers, landowners, rural stakeholders, conservative communities, Tribes, and government agencies.
- Ability to work under pressure with tight deadlines.
- Experience with project budgets, accounting, and fundraising.
- Comfortable working independently while managing multiple complex projects simultaneously.
- Practical problem-solving and organizational skills with attention to detail and record-keeping in a database (MRT uses Salesforce and LOCATE).
- Competent with standard computer software, including MS Word, MS Excel, ESRI ArcMap, and email.
- Commitment to collaborative teamwork both in person and in a hybrid remote work environment.
- Familiarity with lands and waters of western Oregon.
- Knowledge of current tax and conservation laws.
- Willingness to work occasional evenings and weekends.
- Must have a valid Oregon driver's license and be able to drive.
- Willingness to take on work outside of the immediate job description when in the best interest of the Trust.

Working Conditions and Physical Effort

The Land Protection Program Manager will work primarily from an office in Eugene, Oregon. Hybrid work accommodations are available for this position.

McKenzie River Trust is committed to cultivating an inclusive work environment and providing equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law. In accordance with the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or impose undue hardships on the organization. The McKenzie River Trust maintains its status as an at-will employer.

TO APPLY

Please prepare a resume and cover letter describing your interest, addressed to **Eli Tome, Director of Conservation**. Send your letter and resume, combined into one PDF no longer than 4 pages total, via email to jobs@mckenzieriver.org with **Land Protection Program Manager** in the subject line of your email.

Employment is contingent upon the successful completion of a background check. McKenzie River Trust is an Equal Employment Opportunity employer. For more information about us, please visit mckenzieriver.org

Hiring Timeline and Process: Originally posted on January 29, 2026, **applications will be accepted until Friday, February 20, 2026**. MRT typically conducts a remote interview via Zoom, a second interview, a writing exercise, and a final in-person meet-and-greet with the staff before a formal offer is made. The MRT hiring processes can take up to two months. The Hiring Manager will keep applicants informed throughout the process.