



Position Announcement

Project Manager - Transactions

Our Commitment to People and Equity

We believe redwoods and their interconnected ecosystems should be accessible to all people. We acknowledge historical and systemic inequities—including the forcible removal of Indigenous Peoples from the lands we protect and the historic, systemic exclusion of people of color from land ownership. We envision and are working toward a day when public spaces feel welcoming and safe for everyone. We align our actions to our commitments by reimagining power structures—ensuring that our leadership is diverse and reflective of the communities we serve. We recruit and hire people with deep commitments to equity and justice. We engage the communities most impacted by our decisions in the decision-making process. We are building a comprehensive strategy to bring the *organization's commitment to DEIJ to life*.

About Sempervirens Fund

Sempervirens Fund is California's first land trust. Our community is passionate about protecting and permanently preserving redwood forests in the Santa Cruz mountains and promoting safe, welcome, and inclusive access to parks and public lands. We believe the Santa Cruz Mountains region's habitats, waterways, and resiliency are at risk without healthy, connected coast redwood forests. If you believe this too and are motivated to bring a community together around this critical and shared vision, we have the right role for you in our dynamic, collegial, fun, and growing team.

About the Position

As the Project Manager – Transactions, you will play a pivotal role in the success of the organization's redwood conservation efforts. On any given day, you may talk with a landowner who is hoping to protect the land that has been in their family for generations and then drive out to the redwoods to visit a local summer camp working with Sempervirens on a conversation easement. You might then end your day reviewing an appraisal for a property that may eventually become part of a CA State Park. As the Project Manager – Transactions at Sempervirens Fund, you manage the land acquisition pipeline, a foundational part of the organization's conservation work. You will thrive in this role if you deeply value strong interpersonal relationships, have real estate transaction experience with proven negotiation skills, are passionate about conservation, and look forward to identifying the next key redwood protection projects. Reporting to the Director of Land Conservation, the Project Manager - Transactions supports all aspects of our land transaction activities. Sempervirens Fund's office is based in San Mateo. However, the position is remote-from-home with frequent day trips to the Santa Cruz Mountains in Santa Cruz, San Mateo, and Santa Clara counties.

We Offer:

- A collaborative and supportive team environment
- A work-life balance culture
- Family-friendly policies
- Employer paid medical, dental, vision and life insurance for the employee
- 13 paid holidays per year
- Three weeks of vacation in your first year
- Twelve days of paid sick leave a year
- Employer retirement plan match of 5% of annual salary for the first five years and then 8% after that
- A remote-from-home work environment (candidate must live in or be willing to relocate to SF Bay Area)
- Access to Regus co-working spaces
- Cell phone and home internet stipend

This might be the right job for you if you enjoy:

- Assuming primary responsibility for identifying, negotiating, documenting, and closing real estate transactions – both land acquisitions and conservation easements – with the assistance of legal, development, and finance staff. Coordinates closely with Senior Project Manager – Transactions and Director of Land Conservation to identify priority properties and funding strategies.
- Carrying out all phases of land protection projects from initial outreach and landowner negotiation through completion of due diligence, including supervision of appraisers and other consultants.
- Working with development staff and government affairs consultants to help secure interim financing and permanent funding for land acquisitions through existing or new public and private funding sources.
- Engaging with local, county, state, and federal agency staff to pursue acquisition funding opportunities.
- Developing and implementing strategies for pre-acquisition of key resource properties and their conveyance to public agencies or other permanent stewards. Assists with legislative planning and outreach for future projects.
- Supporting development staff to fundraise for projects and land acquisition campaigns.
- Researching successful timber industry conservation projects and initiating strategy for Sempervirens to pursue with timber operators in the Santa Cruz Mountains.
- Identifying areas in which a protection strategy is needed to preserve redwood forests and open space lands of critical local, regional, or national importance; developing and maintaining a portfolio of potential projects; responding to landowners, individuals, groups inquiries, and public agencies.
- Completing administrative tasks required for a well-regulated organization, including post-project follow-up with project and funding partners.
- Interacting with external professionals involved in buying and selling land: surveyors, lawyers, planners, appraisers, landowners, public agency staff, and elected officials.
- Maintaining compliance with Land Trust Accreditation Commission requirements concerning land acquisitions.

Knowledge and Skills Needed

- Computer proficiency;
- Demonstrated understanding of real property law, tax law, land use planning techniques, and government land acquisition policies/procedures;
- Able to negotiate successful real estate transactions;
- Able to work on complex projects with a moderate level of supervision.

Competencies

- Project management
- Attention to detail
- Communications – interpersonal, verbal, written
- Passion for land conservation
- Problem-solving
- Persistence and goal-directedness
- Organizational skills
- Diversity, equity, and inclusion

Qualifications

- Extensive experience in environmental studies, real estate, natural resources, or related area of study, or comparative experience in a related field;
- Minimum 5 years of work experience in a directly related field or an equivalent mix of education and experience;
- Available to drive on daytrips to properties in the Santa Cruz Mountains. Some weekend and evening work may occasionally be required. Valid driver's license and safe driving record.

Working Conditions:

Occasional daytime travel to Santa Cruz Mountains (20%);

Prolonged periods of standing, sitting, occasional hiking.

Position Title:	Project Manager - Transactions
Reports to:	Director of Land Conservation
Location:	San Francisco Bay Area with frequent travel to the Santa Cruz Mountains in Santa Cruz, San Mateo, and Santa Clara counties.
Salary Range:	\$90,000 - \$95,000 annually
Position Classification	Exempt
If this sounds like the right position for you:	<p>Please email a cover letter (including where you heard about the position) and resume (as pdf files if possible) to opportunity@sempervirens.org with the subject line "Your Name – Project Manager – Transactions". Your cover letter should be 500 words or less, and answer these two questions:</p> <ul style="list-style-type: none">• What competencies do you have that will support your success in this position?• What excites you about this role? <p>Materials will be accepted on a rolling basis until position filled.</p>