



Position Announcement

Land Transaction Manager

Would you like to help purchase natural lands to permanently preserve redwood forests in the Santa Cruz Mountains? Are you interested in crafting innovative partnerships with private landowners and public agencies that will protect forests and other natural habitats and build climate resiliency? If so, we have the right role for you as part of Sempervirens Fund's dynamic, collegial, fun, and growing team. As the Land Transaction Manager, you play an essential role in identifying important conservation properties and negotiating real estate deals that will ensure these lands are protected, which is a foundational part of the organization's conservation work.

About the Position

As the Land Transaction Manager, you will play a pivotal role in the success of the organization's redwood conservation efforts by taking land acquisition projects from initial outreach to landowners through to closing on the purchase of either the property or its development rights. 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 a local summer camp to negotiate a conservation easement for the property. You might then end your day reviewing an appraisal for a property that Sempervirens plans to buy and transfer to California State Parks and meeting with a government agency that provides grant funding to support the purchase of that property.

You will thrive in this role if you have real estate transaction experience with proven negotiation skills, or a strong interest in developing this expertise. You must excel at developing and maintaining interpersonal relationships and be able to work with a wide range of people. It is essential that you have strong project management skills, including attention to detail and persistence. This is a job for someone who is passionate about conservation and enjoys being out in the woods, but also likes working with many different people. Reporting to the Director of Land Conservation, the Land Transaction Manager supports all aspects of our land transaction activities.

Sempervirens Fund's office is based in Mountain View, but we protect land throughout the Santa Cruz Mountains, which span Santa Cruz, San Mateo, and Santa Clara counties. The position is remote-from-home with frequent day trips to the Santa Cruz Mountains and infrequent trips to Sacramento and elsewhere in the Bay Area. You must be based in the Bay Area within reasonable driving distance of the Santa Cruz Mountains.

Sempervirens Fund and Our Commitment to People and Equity

Sempervirens Fund is California's first land trust. We believe the Santa Cruz Mountain's habitats, waterways, and resiliency are at risk without healthy, connected coast redwood forests. We also believe that all people should be able to access and enjoy these redwood forests. We are committed to an organizational culture that is welcoming, inclusive in its decision-making, and reflective of the diverse communities with which we work. We recruit and hire people who will bring considerations of equity, inclusion, and justice to our work. Sempervirens Fund is an equal opportunity employer.

We Offer:

- A collaborative, supportive, and inclusive team environment
- A culture that values work-life balance
- 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 6% of annual salary for the first five years and then 8% after that
- A remote-from-home work environment (position must be based in SF Bay Area)
- Access to Regus co-working spaces
- Cell phone and home internet stipend
- Opportunities for professional development

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

- Identifying, negotiating, documenting, and closing on real estate transactions – both fee land and conservation easement acquisitions – with the assistance of legal, development, and finance staff.
- Opportunities to learn from and work closely with the 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 managing outside appraisers, title officers, and other contractors.
- Working with fundraising 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 conservation 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 maintaining potential acquisition project files and 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

- Understanding of real property law, tax law, land use planning techniques, and government land acquisition policies/procedures is strongly preferred;
- Able to manage successful real estate transactions to completion;
- Able to work on complex projects with a moderate level of supervision;
- Computer proficiency.

Competencies

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

Qualifications

- Experience in environmental studies, real estate, natural resources, or related area of study, or comparative experience in a related field;
- Minimum 3-5 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 and to Sacramento. 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, Sacramento and elsewhere in the Bay Area (20%);

Prolonged periods of standing, sitting, occasional hiking.

Position Title:	Land Transaction Manager
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:	\$80,000 - \$95,000 annually, depending on experience
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 – Land Transaction Manager". 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?• Why are you interested in working on real estate transactions for a land trust? <p>Materials will be accepted on a rolling basis until Wednesday, March 1st or until filled.</p>