



**Sempervirens**  
Fund

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GROUP

## **SENIOR LAND TRANSACTION MANAGER**

Sempervirens Fund seeks a Senior Land Transaction Manager to play a pivotal role in permanently protecting California's iconic and cherished redwood forests in the Santa Cruz Mountains. This role will oversee the full acquisition process including identification, negotiation, project management, and closing, demonstrating nuance, sensitivity, and skill while supporting strategic conservation priorities and managing critical relationships with land owners and organization partners.





## ORGANIZATION BACKGROUND

Sempervirens Fund protects and preserves redwood (*Sequoia sempervirens*) forests in the Santa Cruz Mountains, ensuring a healthy and resilient balance of nature for now and always. Sempervirens Fund believes the Santa Cruz Mountains' habitats, waterways, and resiliency are at risk without healthy, connected coastal redwood forests. Through careful planning, conservation, and stewardship, Sempervirens Fund purchases, restores, and safeguards these forests and other important natural and scenic features, ensuring they will never be developed, degraded, or destroyed.

Sempervirens Fund currently owns—directly or through conservation easement—more than 12,000 acres of land throughout California's Santa Cruz Mountains, which span Santa Cruz, San Mateo, and Santa Clara counties. We rely on public support, cutting-edge science, and robust and dynamic partnerships with public agencies and landowners to ensure protected spaces are unified into a resilient, protected, and thoughtfully managed system. We aim to add the lands we protect to existing systems of public conservation lands—in fact, most of the 36,000 acres of redwood forests Sempervirens Fund has protected have already been added to California State Parks, such as Big Basin, Butano, and Castle Rock. Sempervirens Fund also helps expand regional parks and secures conservation easements to keep lands privately owned and their forests permanently protected.

Sempervirens Fund believes that all people should be able to access California's redwood forests and encourages public appreciation and enjoyment of this environment.





## POSITION OVERVIEW AND RESPONSIBILITIES

The Senior Land Transaction Manager is foundational to Sempervirens Fund's land conservation work. The Senior Manager preserves critical open space and environmentally sensitive lands utilizing nonprofit land acquisition techniques, sound business practices, and strong emotional intelligence. This position stewards real estate acquisitions from initial outreach to closing, managing short-term projects and cultivating long-term opportunities. As a core member of the land program team, the Senior Manager contributes to the organization's conservation priorities and helps develop and implement funding strategies. They manage relationships with landowners and government agencies and work closely with internal staff and external experts.

This position reports to and works closely with the Director of Land Conservation as part of a dynamic, collegial, fun team in a collaborative, supportive, and inclusive environment. The Senior Manager supervises one full-time staff member, the Land Transaction Manager. 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. Candidates must be based in the Bay Area within reasonable driving distance of the Santa Cruz Mountains.



# RESPONSIBILITIES



## LAND TRANSACTION PROJECT MANAGEMENT

- Coordinate and document all elements of Sempervirens Fund's land acquisition program—including fee land and conservation easement acquisitions—in collaboration with other programmatic staff
- Cultivate land owner relationships and lead negotiations to bring the deals to “yes”
- Manage due diligence research, contract development, and deal closure
- Manage external professionals including surveyors, appraisers, title agents, escrow officers, planners, lawyers, and other contractors and consultants
- Complete administrative tasks required for a well-regulated organization, including maintaining potential acquisition project files and post-project follow-up with project and funding partners.



## STRATEGY AND LEADERSHIP

- Coordinate closely with the Director of Land Conservation to cultivate the organization's protection strategy and identify priority properties
- Create and maintain an acquisition pipeline of potential projects and prioritize and strategize these projects to advance short- and long-term goals
- Develop relationships with land owners and prospect new opportunities to bring lands under protection
- Research successful timber industry conservation projects and initiate a strategy for Sempervirens Fund to pursue with timber operators in the Santa Cruz Mountains
- Develop and implement strategies for conveyance to public agencies or other permanent stewards
- Supervise and manage one full-time staff member, the Land Transaction Manager
- Create, track, and evaluate annual work plans and training goals for the Land Transaction Manager.





## FUNDING CULTIVATION

- Collaborate with the senior leadership team to create a cohesive funding strategy
- Support development staff to fundraise for projects and land acquisition campaigns
- Engage with local, county, state, and federal agency staff to pursue acquisition funding opportunities
- Work with development and government affairs staff to help secure interim financing and permanent funding for land acquisitions through public and private funding sources.



## PARTNERSHIP AND COMMUNICATIONS

- Partner with other conservation organizations, land trusts, governmental agencies, tribes, community leaders, and others to help attain program goals
- Respond to inquiries and cultivate relationships with landowners, individuals, groups, public agencies, and elected officials
- Assist with legislative planning and government outreach for future projects
- Maintain a public presence in the community and build public awareness and understanding of the Sempervirens Fund through outreach events, public speaking engagements, and fundraising efforts.



# DESIRED EXPERIENCE AND COMPETENCIES

Success as the Senior Land Transaction Manager will require both technical savvy and a creative approach to land conservation. The ideal candidate has several years of experience with real estate transactions, familiarity with the legal strategies and funding opportunities for land conservation, excellent communication and negotiation skills, and a nuanced ability to manage critical relationships. Excellent project management and organizational skills are essential.

The person in this role will need to be proactive but also patient. They must demonstrate excellent judgment in when to push an acquisition forward versus when to plan for the future. They must be a “people person,” able to form strong relationships with a wide range of people who might have differing needs or views. The Senior Land Transaction Manager will be an ambassador for Sempervirens Fund, and they must be able to present themselves and the organization in a compelling manner.





## EDUCATION AND EXPERIENCE

- A Master's degree in environmental studies, real estate, natural resources, or related area of study, or comparative experience in a related field; and
- A minimum 3–5 years of work experience in a directly related field; or
- An equivalent mix of education and experience.



## SUBJECT MATTER EXPERTISE

- Demonstrated understanding of land conservation tools, land planning techniques, real property and tax law and incentives, public and private policies, practices, and funding opportunities
- Able to manage successful real estate transactions to completion with moderate supervision
- Organized, attentive to details, dependable, punctual, professional, and consistently follows up on work tasks and demands in a timely manner
- Tenacious, patient, and strategic. Able to solve problems, prioritize objectives, and work persistently or with urgency as the situation requires.

## INTERPERSONAL SKILLS

- Likable with excellent interpersonal skills, emotional intelligence, and good judgment in all settings
- A compelling written and verbal communicator with the ability to articulate multiple values of land conservation to help people see different opportunities from various perspectives
- A persuasive and empathetic negotiator
- Able to form and manage strategic relationships
- Comfortable with public speaking and representing the Sempervirens Fund to the public at outreach events
- Passionate about land conservation.





## COMPENSATION

This is a full-time, exempt, benefit-eligible position. The anticipated annual salary range for this position is \$130,000–\$150,000, commensurate with experience.

**Benefits include:**

- ✓ Employer retirement plan match of 6% of annual salary for the first five years and then 8% after that
- ✓ Employer-paid medical, dental, vision, and life insurance for the employee
- ✓ Thirteen paid holidays per year, 12 days of paid sick leave a year, and two weeks of vacation in your first year
- ✓ Cell phone and home internet stipend
- ✓ Opportunities for professional development
- ✓ A culture that values work-life balance including family-friendly policies.

## LOCATION

This is a remote-from-home position that must be based in the San Francisco Bay Area (Santa Cruz, Monterey, and San Benito Counties included) with frequent daytime travel to the Santa Cruz Mountains in Santa Cruz, San Mateo, and Santa Clara counties. Access to Regus coworking spaces is available.

## WORKING CONDITIONS

- ✓ Occasional travel (20%) including day trips to Santa Cruz Mountains, Sacramento, and elsewhere in the Bay Area and some weekend and evening work
- ✓ Valid driver's license, safe driving record, and ability to travel without assistance required
- ✓ Prolonged periods of standing, sitting, and occasional hiking.

## START DATE

Spring 2024

## TO APPLY

Please visit [potrerogroup.com/executive-search](https://potrerogroup.com/executive-search). Applications should include a resume and a cover letter describing your qualifications that match the position criteria and what you will bring to the role.

Interested candidates should apply by October 22, 2023 for priority consideration.





## ADDITIONAL INFORMATION

More information on Sempervirens Fund can be found at [sempervirens.org](https://sempervirens.org)

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**For additional information regarding this opportunity, please contact:**

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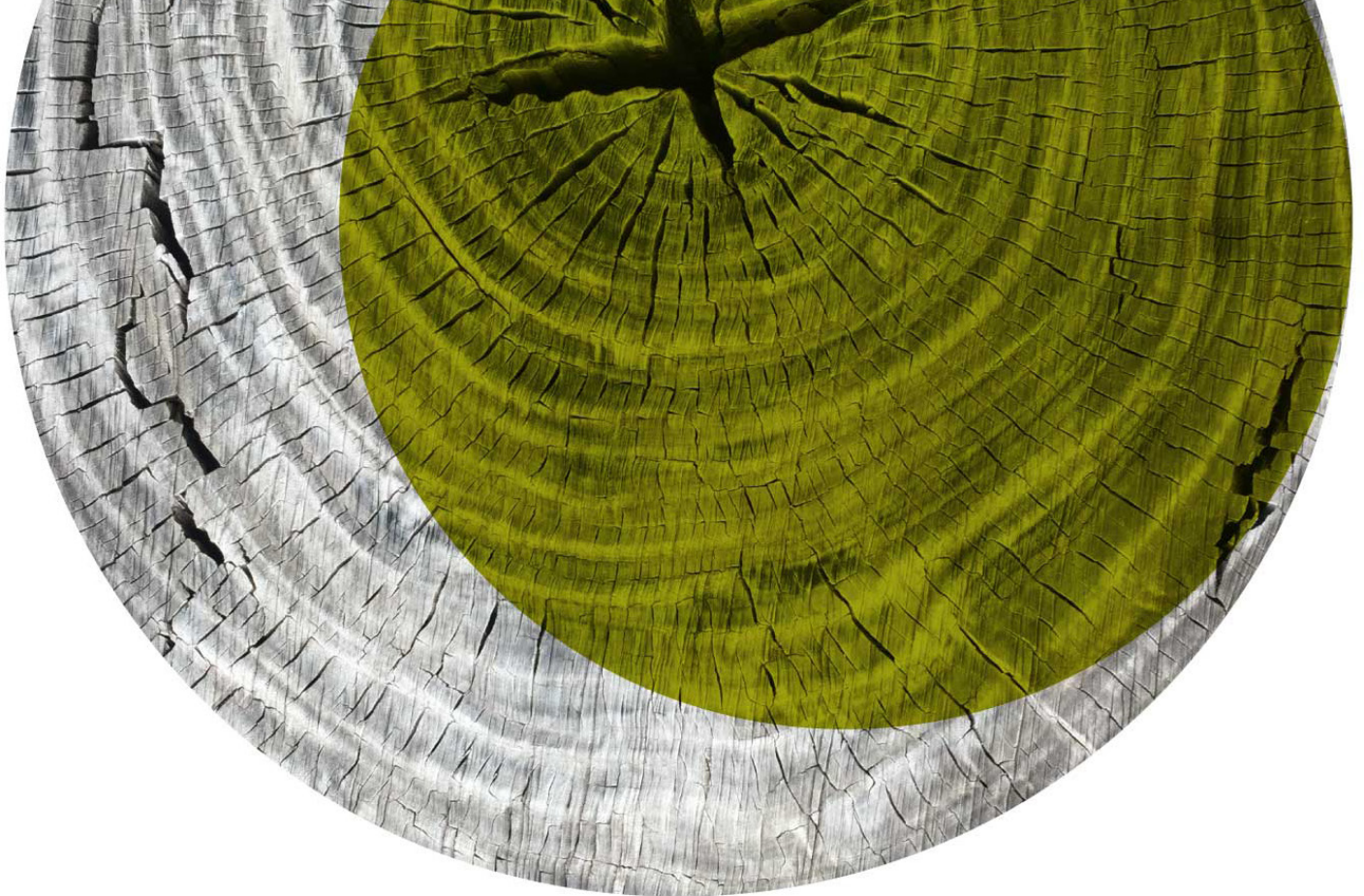


## Semperviren Fund's Commitment to Diversity, Equity, and Inclusion

Sempervirens Fund supports the people and communities often undermined and excluded from systems of power and privilege. It believes that celebrating diversity, fostering inclusion, advancing equity, and realizing justice are not only essential to its mission but also to humanity. These values are vital to the staff and board of Sempervirens Fund as part of a community dedicated to protecting, caring for, and exploring redwood forests in the Santa Cruz Mountains.

Sempervirens Fund is committed to an organizational culture that is welcoming, inclusive in its decision-making, and reflective of the diverse communities with which they work. Sempervirens Fund recruits and hires people who will bring considerations of equity, inclusion, and justice to its work. Sempervirens Fund is an equal-opportunity employer.





Potrero Group is honored to coordinate this search on behalf of Sempervirens Fund. Supporting a world-class land trust is in perfect alignment with Potrero Group's commitment to providing rigorous strategy and business planning, organizational effectiveness, and nuanced search services to mission-driven organizations. Potrero Group supports innovative leaders and organizations making a difference in the world. We are committed to equitable and inclusive practices in all our work.

To join our mailing list and be notified of future opportunities, please visit

[PotreroGroup.com](https://PotreroGroup.com)