



## Wallowa Land Trust

### JOB ANNOUNCEMENT

**Position Title:** Conservation Program Manager  
**Reports to:** Executive Director  
**Status:** Full-time, exempt (36-hour work-week)  
**Compensation:** \$47,000 - \$52,000 + benefits  
**Date Posted:** June 16, 2025  
**Date Closes:** Open Until Filled

#### **Background**

Wallowa Land Trust is a 501(c)3 nonprofit organization based in Enterprise, Oregon. Formed in 2004, our mission is to protect the rural nature of Wallowa County by working cooperatively with private landowners, Indigenous people, local communities and governmental entities to conserve land. We are nationally accredited and use voluntary, non-regulatory tools to conserve natural areas, wildlife habitat and working lands in Wallowa County for present and future generations.

Our land trust is dedicated to a future where:

- Our diverse communities respect and honor one another and are united over a shared land ethic.
- Natural ecosystems together with farms, ranches, and working forests flourish and support a healthy population of humans, plants, fish, and wildlife.
- Our lands and organization are healthy, resilient, and managed to meet diverse needs.

#### **Position Summary**

The Conservation Program Manager oversees and manages WLT's land acquisition and stewardship projects. This includes implementing WLT's Conservation Plan, developing conservation strategies and landowner contacts, negotiating conservation easements and fee title transactions, managing stewardship and compliance monitoring on land acquisitions, engaging with tribes and Native people on conservation projects, and fundraising to support conservation projects. This fulltime position requires 36 hours per week with travel and occasional evening and weekend hours. The Conservation Program Manager reports to the Executive Director.

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PO Box 516 · Enterprise, Oregon · 97828  
(541) 426-2042 · [www.wallowalandtrust.org](http://www.wallowalandtrust.org) · [info@wallowalandtrust.org](mailto:info@wallowalandtrust.org)

### **Desirable Behaviors and Competencies**

We are looking for someone who shares our passion for conservation, loves nature, and has a desire for a meaningful career that aligns with their values. The ideal candidate will have exceptional inter-personal and problem-solving skills with a commitment to personal growth. The following behaviors and competencies are critical to this job:

- Excellent oral, written, listening and communication skills.
- Generous nature that emphasizes curiosity, empathy and gratitude.
- Commitment to life-long learning.
- Professional, flexible and reliable.
- Deep appreciation for the natural world.
- Humor and humility.
- Commitment to diversity, equity and inclusion.
- Ability to navigate and appreciate the varied and diverse interests that influence conservation efforts in a rural community.
- Strong initiative and enthusiasm, and willingness to pitch in whenever needed.
- Highly organized and self-directed, ability to manage multiple complex projects and meet deadlines.
- Ability to work as a member of a team and develop effective working relationships with community partners.
- Willingness and ability to travel and work a flexible schedule, including some weekends.
- Physical ability to traverse uneven terrain over long distances in remote settings at all times of the year.
- Strong computer skills, including Microsoft Office products.

### **Preferred Skills, Knowledge and Experience**

The following skills, knowledge and experience are helpful, but Wallowa Land Trust is prepared to help the right candidate grow into this position.

- Prior land trust or nonprofit experience in conservation or related field.
- Working knowledge of land trusts, conservation transactions and stewardship.
- Experience drafting and negotiating contracts and legal documents.
- Experience working with local, state and federal conservation land acquisition and funding programs.
- Experience with project budgets, accounting and fundraising.
- Proficiency in ESRI or other mapping software.
- Understanding of Wallowa County's landscapes and natural resources.
- Understanding of, and appreciation for, the Indigenous history and present-day connection with Wallowa County.

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## **Key Responsibilities**

The Conservation Program Manager works closely with the Executive Director, Lands Committee and Board of Directors on:

### Land Acquisitions – 60%

- Identify, pursue and execute land conservation projects including negotiations, due diligence, funding and partner outreach in accordance with WLT's Strategic and Conservation Plans;
- Reach out to landowners, tribes, partners and stakeholders, governmental entities, civic groups and media to build partnerships that enable WLT to maximize its impact and leverage additional resources;
- Organize and oversee contractors who provide various data, reports and information required for land acquisition.

### Stewardship – 15%

- Monitor conserved properties in coordination with volunteer Land Stewards;
- Prepare and implement management plans and execute annual and project-specific stewardship outings on conserved properties;
- Manage stewardship interns.

### Data Collection and Mapmaking – 10%

- Acquire and/or maintain a working knowledge of ESRI ArcMap software;
- Maintain geodatabases for conservation and stewardship projects, including collecting, organizing and importing data from the field;
- Develop customized maps for conservation and stewardship projects, communications and fundraising

### Fundraising & Outreach – 10%

- Assist Executive Director in fundraising and outreach activities for conservation projects, as requested;
- Participate in WLT outreach and fundraising events and other activities which contribute to the organization's mission.

### Administration & Organizational Support – 5%

- Implement WLT policies and procedures consistent with Land Trust Alliance's *Standards and Practices*;
- Stay abreast of conservation and stewardship issues in Oregon and nationally through training and actively engaging with the Coalition of Oregon Land Trusts and the Land Trust Alliance.

## **Working Environment:**

Our office is located in downtown Enterprise, Oregon. We have an engaged board of directors with three staff members (two full-time and one part-time.) We are a fun, passionate group

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dedicated to protecting our corner of NE Oregon. We encourage personal development and support opportunities for continuing education.

This position requires sitting or standing at a desk, using a computer and talking on the phone with occasional travel, hiking and participating in events and outdoor activities. In addition, applicants should be able to lift up to 30 pounds and work in various outdoor environmental conditions.

### **Compensation**

Starting salary range is \$47,000-\$52,000. Benefits include paid vacation, 11 paid holidays annually, health, vision and dental insurance, 2% retirement match and a flexible 36-hour work-week.

### **To Apply**

Email a cover letter, resume, and three professional references in one single PDF to [kathleen@wallowalandtrust.org](mailto:kathleen@wallowalandtrust.org) with "Conservation Program Manager" in the subject line. Position is open until filled.

Wallowa Land Trust is committed to creating an inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We welcome diverse backgrounds, perspectives and voices. We are an equal opportunity employer and do not discriminate.

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