



Conservation Coordinator

The **Ranchland Trust of Kansas** (RTK) is a private, non-profit organization founded by members of the Kansas Livestock Association in 2003. The organization was created to provide assistance to ranchers and landowners who desire to conserve their land with conservation easements. Guided by their mission to preserve Kansas' ranching heritage and open spaces for future generations through the conservation of working landscapes, RTK values a commitment to conservation, respect for private landownership, integrity, organizational excellence and collaboration with those who share their values. RTK remains an affiliate of the Kansas Livestock Association. For more information about RTK, please visit www.ranchlandtrustofkansas.org or call (785) 273-5115.

Summary of Position:

This position will help expand RTK's ability to assist landowners in conserving their land. Innovation, creativity, and analytical skills are essential. We are looking for someone who is passionate about working lands conservation and driven to strive for excellence in every facet of the job. This position requires the ability to work independently with initiative, motivation and flexibility. It also demands the ability to manage a workload with multiple, often competing, priorities and deadlines.

At a minimum, the Conservation Coordinator will facilitate conservation easement transactions, conduct annual conservation monitoring visits and assist in the resolution of potential stewardship issues. It is anticipated that the time breakouts for this position will be 75% focused on transaction-related responsibilities and 25% focused on stewardship responsibilities. The position requires regular contact with RTK staff, board members, donors, landowners and other key stakeholders. It will also require regular travel across the state including overnight and multi-day trips.

Required Skills:

- Project Management – accurately manage multiple complex projects at a time.
- Data/GIS – create and edit maps and utilize online databases to analyze property characteristics.
- Initiative – work, often independently, to identify a problem, evaluate pathways toward a solution and lead the resolution either independently or with guidance and/or support from colleagues.
- Analytical and Problem Solving – analyze complex issues and develop creative solutions.
- Accuracy – manage various projects with accuracy and attention to detail.
- Reading Comprehension and Writing – read and comprehend complex documents and master a writing style which communicates ideas clearly and efficiently.
- Teamwork – pitch in where needed even if it is not specifically within the job description.
- Passion – convey the key messages, objectives and goals of RTK to various stakeholders.
- Inspirational – inspire others to achieve and exceed organization goals.

Basic Duties:

- Assist with Document Drafting
 - Deeds of conservation easements
 - Restricted covenants

- Option agreements
- Amendments/Corrections
- Board materials
- Grant applications
- Assist with Due Diligence Review
 - Title review
 - Appraisal review
 - Mineral assessment review
 - Baseline review
 - Environmental assessment review
 - Review of other transactional documents as necessary
 - Mapping
- Document Retention
 - File management (electronic and permanent)
 - Database management

Specific Duties

Conservation Easement Transactions

Responsible for the management and implementation of all aspects of RTK's conservation easement acquisition and stewardship program.

- Assist in diversifying project funding opportunities and creating new tools to further land conservation in Kansas.
- Work with landowners to develop potential conservation easement projects. This may include introductory phone calls, emails, and in-person visits, project scoping, coordination with landowners on developing a project proposal, and presentations to the RTK Committees and Board of Directors.
- Manage all aspects of multiple conservation easement transactions, including developing and reviewing all required due diligence, coordinating with contractors, drafting Deeds of Conservation Easement and other associated documents, coordinating with funders (if applicable), coordinating with other RTK staff to ensure compliance with RTK's relevant Policies and Procedures, coordinating with the RTK Board of Directors, orchestrating project closings, and recordkeeping.
- Secure grant funding (including the drafting/compilation/submission of funding proposals) associated with conservation easement transactions to support bargain sale purchases of conservation easements and/or transaction costs and manage the due diligence and reporting requirements.
- Assist in developing/updating procedures and policies relating to conservation easement transactions.
- Assist with the preparation and presentation of workshops or similar events to connect with new landowners and educated professionals.

Stewardship

Responsible for the management and implementation of all aspects of RTK's conservation easement stewardship program.

- Ensure annual visits to conserved lands are completed.
 - Maintain regular contact and foster good working relationships with landowners.
- Assist with the resolution of stewardship issues and conservation easement violations. Ensure that the conservation values are upheld when resolving stewardship issues or when amending conservation easements.
- Assist in developing policies relating to the consistent handling of stewardship issues.

Reporting: This position will report to the Executive Director.

Location: The RTK office is in Topeka, Kansas. This position is remote in the state of Kansas with occasional travel to the office.

Minimum Requirements:

- Written, verbal, organizational and interpersonal communication skills.
- Able to travel regularly including overnight and multi-day travel.
- Tactful, possessing ability to work with a high degree of personal and professional initiative and maintain confidentiality. Personal reliability and regular attendance are essential.
- Able to work independently, under deadlines and with accuracy.
- Proven capacity to work effectively as a team player.
- Knowledge, appreciation, and respect for the people and values of Kansas; familiarity and/or interest in ranching and agricultural issues with a conservation context is preferred. Most important is a sincere interest and commitment to private land conservation, with sensitivity and appreciation for the diverse interests and values of others.

Salary and Benefits: This is a full-time salaried position with a starting salary of *\$55,000 (based on experience)*. Benefits include a tiered paid leave policy, 13 paid holidays, four weeks of maternity leave, employer-matching retirement plan and reimbursement of travel related to achieving program objectives.

Interested parties should email a cover letter and resume to Dawn Hovey (dawn@kla.org).

This position has a desired start date of March 10, 2025.

Ranchland Trust of Kansas is an equal opportunity employer.

**Ranchland Trust of Kansas, Inc.
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