



Land Acquisition Coordinator (Full-time)
Indian River Land Trust
Vero Beach, FL
FLSA Exempt: Yes

Organizational Overview

The mission of the Indian River Land Trust (IRLT) is to protect, improve, provide access to, and promote the preservation of waterways, open spaces, and green places in Indian River County for the benefit of all today and tomorrow.

First established in 1990 to save McKee Botanical Garden, in 2009 the Indian River Land Trust began working to *Protect the Land that Protects the Lagoon*. Since that time, IRLT has protected 1,300 acres and 12 miles of Indian River Lagoon shoreline. The Land Trust continues to promote the conservation of the Indian River Lagoon and other areas throughout Indian River County by preserving habitat, protecting the scenic waterfront and providing access for public recreation and education. Protected land provides important public benefits including the opportunity for residents to learn about and enjoy the natural environment and take advantage of our protected lands and waterways to enjoy hiking, boating, fishing, and observing an abundance of fish and wildlife.

Position Summary

The Land Acquisition Coordinator is a new, full-time position created to help increase the rate of conservation within Indian River County with a focus on strategic conservation of priority lands identified in IRLT's Strategic Conservation Planning Tool (2023). Under the guidance of the Executive Director, the Land Acquisition Coordinator supports the permanent protection of the County's high-value natural resources, including important waterways, wildlife habitat, lands critical for ecological services, public drinking water resources and lands important for public access.

The Land Acquisition Coordinator will work as part of an internal land acquisition team, including the Executive Director, Land Stewardship staff and outside counsel. The Coordinator will assist with engaging other non-profits and county, state and federal agencies to develop effective working relationships and conservation projects. The Coordinator assists with contacting and meeting with landowners within priority areas of the IRLT Strategic Conservation Plan, builds and maintains relationships with community partners, and helps prepare local, state and federal grants and foundation proposals. The Coordinator is central to the land acquisition process, grant administration, due diligence and closing of projects.

Responsibilities

Land Acquisition

- Coordinate conservation transactions from start to finish, including facilitation with field evaluations, project assessments, legal counsel, and coordination with partners.
- Coordinate effective working relationships with private landowners and, together with the internal land acquisition team, participate in the negotiation of gifts or purchases of land and conservation easements.
- Conduct preliminary evaluations of potential conservation projects; coordinate communications with targeted landowners within priority focus areas through mailings, phone calls, programs, and other means.
- Coordinate drafting of conservation easements to meet requirements of landowner, funding partner, and easement holder; handles outside services with surveyors, appraisers, engineers and lawyers.
- Assist with management of grants for selected conservation projects from a variety of local, state, and federal funding programs, and private foundations; help establish and manage project budgets.

Community Relations

- Attend meetings of the County's Environmental Land Program Panel and related County meetings.
- Work cooperatively with communities, government agencies and other stakeholders to achieve shared goals.

General and Administrative

- Maintains records consistent with IRLT's internal policies, practices, and activities.
- Participates in organization-wide events and IRLT committees as assigned.

Qualifications

- Preferred, but not required - Bachelor's degree in natural resources (wildlife, ecology, forestry, conservation biology, environmental/land use planning, land use law or related fields), together with internship or summer experience in related field of study.
- In lieu of Bachelor's degree - Minimum of AA degree (or other comparable formal education-training program) and some experience in conservation or natural resource work.
- Preference for individuals with some experience in negotiating and managing land acquisitions, other land conservation techniques, or similar real estate transactions.
- Familiarity with or the ability to learn about and interpret legal documents, maps, boundary surveys, natural resource inventories, and other related materials.
- Excellent written and verbal communication skills and careful attention to detail.
- Ability to manage multiple projects that require varying processes and the requirement of collaborating partners and governmental agencies.
- Demonstrated initiative; committed to making things happen.
- Proficient with Microsoft Office suite; familiarity with or the ability to quickly learn and use ArcGIS and related mapping tools.

Physical and Other Requirements:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally. It also requires manual dexterity to operate standard office machines, such as copier, scanner, calculator, telephone, and other equipment as necessary. IRLT expects its employees to follow proper safety standards. Candidates must possess a valid driver's license and have access to personal vehicle for regular travel to and from IRLT events and meetings. This position will require occasional work on evenings and weekends.

Compensation and Application Deadline:

Base starting salary \$45,000 to \$55,000 based upon experience and achievements.

IRLT offers a comprehensive benefits package including:

- Competitive Health and Disability Insurance Package
- Paid time off, including vacation and paid holidays
- Matching 401(K) Plan with up to a 6% organization contribution

The Indian River Land Trust is an equal opportunity employer and will not allow discrimination based upon age, ethnicity, gender, national origin, disability, race, size, religion, or any other status prohibited by law.

Interested applicants should submit cover letter and resume to Ken Grudens, Executive Director, at kgrudens@irlt.org. Applications will be accepted on a rolling basis until filled. All applications will be received confidentially.