



HIRING

Conservation Program Manager

Location: Portland Office: 511 SE Morrison St, Portland, OR

Status: Full-time, exempt

Reports to: Executive Director

Salary: \$55,000-\$60,000

Benefits: COLT provides a competitive benefits package including health, vision and dental coverage, generous paid time off, a retirement plan with employer matching program, an annual bicycle/alternative transportation stipend, professional development allowance, and a work from home stipend.

Position Summary

The Coalition of Oregon Land Trusts (COLT) is seeking a Program Manager to support COLT's policy and government relations initiatives, to support and grow COLT's pro bono legal program and provide leadership in producing education and training for land trusts and partner organizations.

This position will work with the executive director to activate our statewide network of conservation professionals to advance a shared state and federal policy agenda. The conservation program manager will work in close partnership with the Manager of COLT's Pro-bono legal program to provide timely responses to member requests for legal services, deliver ongoing legal education and to support COLT's network of volunteer attorneys. The conservation program manager provides critical capacity in helping to understand and respond to our members' needs, and develops and delivers education and peer learning opportunities that serve and strengthen the land trust community of Oregon.

The ideal candidate for this job is a highly relational person with experience in land conservation and natural resources. This position provides a unique experience to learn about state and federal programs that support land conservation and facilitates connections with conservation and legal professionals across the Northwest.

About COLT

The mission of COLT is to serve and strengthen the land trust community in Oregon. We support and unite 32 organizations that protect special places and connect people to nature. COLT does not own nor steward land, but we help our members do what they do best—protect wildlife and wild places, defend working farms and forests, provide recreation and parks, champion clean water for all, drive climate solutions and science, advocate for land justice, and engage communities. COLT's work is guided by a strategic plan that aims to 1) **Advocate** on behalf of land trusts 2) **Support** a thriving land trust community in Oregon and 3) **Strengthen** our coalition.

Essential Duties and Responsibilities

Policy and Government Relations (30%)

- Plan and produce at least three legislative land tours each year
- Track agency meetings that relate to land conservation programs in Oregon
- Plan and facilitate an annual statewide advocacy training event
- Collaboratively drive COLT's policy platform with the ED and COLT's government relations committee to activate and engage coalition members
- Support land trust engagement in programs and policies that support conservation
- Ensure every land trust has an active relationship with their state and federal elected officials

Coordinate Pro Bono Legal Program (25%)

- Oversee response to member requests for legal services
- Support and inventory ongoing legal needs from members
- Work with volunteer attorneys to develop research papers and provide policy advice
- Produce 3 law forums per year
- Recruit, recognize and retain a volunteer network of attorneys
- Identify gaps in legal knowledge and work closely with Pro Bono Program Manager to steward and support the production of research that addresses legal needs
- Maintain and expand COLT's legal resource library
- Facilitate connections with law schools and law firms in the PNW to reach prospective students and attorneys and help cultivate the next generation of land conservation attorneys. Identify other avenues to grow COLT's network of volunteer attorneys and bolster institutional knowledge pertaining to legal matters
- Plan and lead 4 annual 'lunch and learns' at law firms to share about COLT

Member & Partner Relations (20%)

- Support member organizations by responding to inquiries, conducting surveys, crafting special emails, tracking member requests, and providing assistance where needed
- Work with ED to drive planning process and shape agendas for quarterly member gatherings and annual meetings
- Coordinate COLT's subcommittees and working groups, including our Statewide Climate Alliance, Working Lands Affinity Group, and other groups as needed
- Serve as a point-of-contact to collect coalition-wide data and track trends across the Oregon land trust community

Education, Programming and Special Events(15%)

- Support content creation and delivery for COLT events and trainings. Actively contribute to bridging organizations through peer learning opportunities and knowledge sharing.
- Organize programming for land trust professionals and members of the COLT community. This includes leading program development for Northwest Land Camp, an annual conference hosted by COLT and the Washington Assoc of Land Trusts
- Develop regular on-line webinars and programs for land trusts and our partners organizations, especially watershed councils and soil and water conservation districts
- Manage COLT community events and gatherings

Development & Fundraising (10%)

- Support COLT in writing grant applications, tracking awards, and reporting outcomes for program-related work

Winning Behaviors and Competencies

This position requires a self-starter who is adept at outreach and organizing. The ideal candidate will be motivated by a diverse portfolio of work and will be eager to make connections with the land trust community of Oregon. We are looking for someone with strong communication and time management skills, with an interest in law and conservation programs in Oregon.

COLT 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 and do not discriminate.

Qualifications, Skills and Abilities

- 5-7 years of relevant work experience and/or a degree in natural resources, law, policy, or related field
- Demonstrated experience in program/project management
- Experience creating and delivering programming to specific interest groups
- Experience in grassroots organizing and advancing policy objectives
- Strong customer service skills and the ability to connect with a diversity of people
- Strong writing and verbal communications skills
- Experience managing events and teams

Core Work Hours / Environment

Core work days are Monday through Friday 8:30am-5pm with occasional evening meetings. This job is primarily a desk job, but will include regular out-of-office meetings with community partners and occasional overnight travel throughout Oregon. The majority of COLT's team is currently working mostly from home, but there will be occasional office days, in-person meetings and events.

About Our Culture and Team

We are a small and nimble team that makes space for different learning styles, values diversity and supports ongoing team-building. COLT's goal is to nurture an inspiring organization by supporting the growth, well-being and inclusivity of all staff. COLT works to promote diversity within the land trust community and foster an equitable, just and inclusive statewide coalition.

Internally, we are embarking on a new DEIJ journey which includes learning, developing shared definitions of diversity, equity, justice and inclusion and creating a culture that is welcoming to all. We are also collaboratively leading the Oregon Land Justice Project, with the ultimate goal of expanding Indigenous access, ownership and stewardship of land. To achieve this goal, land trusts in Oregon are committing time, energy and resources into a Learning Journey which seeks to transform knowledge, thinking and actions of the Oregon conservation community to focus on expanding Indigenous stewardship of land. [Learn more.](#)

ADA Statement

This job requires sitting at a desk and talking on the phone. There are occasional outdoor meetings, tours and field trips that will require walking and standing. This job requires transporting supplies, meeting materials and boxes. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Vaccine Mandate: COLT is requiring its employees to receive the COVID-19 vaccination.

Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

Apply: To apply, please send a cover letter and resume as one PDF to jobs@oregonlandtrusts.org.

We will begin reviewing applications on March 4, 2022. Thank you!