

# Baltimore County Land Trust Coalition

## Job Description: **Executive Director**

**Summary:** The Baltimore County Land Trust Coalition, Inc. (BCLTC) is hiring a full-time Executive Director. BCLTC supports county-wide conservation, working with its member land trusts and with State and County agencies and officials. Baltimore County is a national leader in land conservation, with over 72,000 acres of conserved land, and BCLTC's member land trusts have been in existence for over 40 years and hold portfolios, in the aggregate, of over 625 easements on over 22,750 acres. BCLTC is a 501(c)(3) organization with an office in Hunt Valley, Maryland.

**Position Description:** The Executive Director is responsible for:

- Monitoring, administering and enforcing conservation easements in Baltimore County
- Negotiating, drafting and closing new conservation easements, both donated and purchased, and working with the State and County agencies
- Advocating for land conservation and developing and sustaining partner, elected official, and landowner relations
- Sourcing incremental funding for BCLTC from the State and County and from foundations, institutions and individuals that support conservation

BCLTC represents five independent member land trusts, which are the Gunpowder Valley Conservancy, Land Preservation Trust, Long Green Land Trust, Manor Conservancy, and NeighborSpace of Baltimore County. BCLTC's member land trusts hold conservation easements that protect agricultural land, open space, woodland, dairy and horse farms, watersheds and residential properties.

These member land trusts historically worked collaboratively with each other and with Baltimore County, and that collaboration was strengthened with the formation of BCLTC. The Executive Director of BCLTC advocates for its member land trusts and provides varying levels of direct support for the land trusts' operations according to their individual requirements. BCLTC's member land trusts engage in a wide variety of conservation-related work in which the Executive Director may be engaged, but the position is centered around work on conservation easements on private agricultural and open land in rural and suburban areas that preserve conservation values and restrict further development. When appropriate and at the direction of the BCLTC Board of Directors, the Executive Director serves as the collective voice of the member land trusts on advocacy issues, communicating with elected officials and coordinating with government agencies. The Executive Director will be a key participant in the evolution of the member land trusts' administration of their conservation easements and strategic vision for ensuring the professional protection of the conservation values of those easements in perpetuity.

## **Responsibilities:**

- Administers and manages new donated and purchased easement projects for and with member land trusts, including identification, outreach, assessment, negotiation, easement drafting, documentation of current conditions and conservation values, and closing
- Coordinates and executes easement monitoring, interpretation, conflict/violation resolution, and recordkeeping for and with member land trusts
- Manages and is responsible for the financing of BCLTC, including maintaining existing funding sources (member land trusts, Baltimore County, compensation associated with purchased easement projects, grants and private contributions), securing new grant funding, fundraising, and thinking creatively about additional funding sources
- Prepares maps, graphics, data, and other materials to support easement outreach, projects, and monitoring/stewardship efforts
- Organizes and conducts board meetings and other administrative tasks for BCLTC and member land trusts

- Develops and sustains professional relationships with landowners, community organizations, elected officials, and government agencies
- Acts as a spokesperson and point of contact for the public on conservation-related matters
- Prepares and monitors the annual budget for BCLTC
- Provides direction for and oversees organizational growth of BCLTC
- Organizes and conducts meetings, conferences, and presentations to educate the public on easement options and land conservation issues
- Stays current with and engages in local, State, and Federal land use policy and issues
- Acts as a liaison with County and State government agencies on behalf of member land trusts
- Advocates for land conservation funding at County, State, and Federal levels by providing testimony at public hearings and meeting one-on-one with elected officials
- Stays current with and engages in local, regional, and national land trust topics and issues
- Engages in other tasks as requested to support the work of member land trusts

**Desired Qualifications & Skills:**

- Experience with conservation easements:
  - Experience identifying, developing, and negotiating conservation easements
  - Closing conservation easements, fee simple acquisitions, or other conservation-related land transactions
  - Experience navigating conservation easement violations, negotiated consents, and litigation, or similar conflict resolution
- Community-building & collaboration skills:
  - Interest in all aspects of member land trusts' activities and passion for their missions
  - Ability to maintain a wide network of relationships
  - Experience building and sustaining partnerships with other groups, organizations, and/or agencies
  - Appreciation of the complexities and challenges of operating an agricultural business
- Administrative abilities & experience:
  - Understanding of the methods, processes, and best practices for land conservation
  - Experience with data entry and utilizing databases/spreadsheets
  - Experience developing and/or operationalizing strategic plans and policies, including shared services and consolidations

**Requirements:**

- A strong combination of experience, education, and other qualifications or skills, including work experience and academic degrees in conservation, natural resource management, agriculture, planning, real estate, land use law, or related fields
- Ability to work independently, take initiative, and drive projects to completion
- Excellent organizational skills and strong spoken and written communication skills, including public speaking
- Passion for land conservation and the people, traditions, and landscape of Baltimore County
- Professional, friendly, and optimistic personality, comfortable meeting new people and quickly earning their confidence
- Ability to adapt job responsibilities to meet and anticipate the changing needs of member land trusts
- Microsoft Office suite and GIS proficiency
- Valid driver's license

**Working Conditions:**

- The BCLTC Executive Director currently is the only paid employee of BCLTC
- Primarily in-office, with ample flexibility to work remotely
- Primarily 9 AM to 5 PM Monday through Friday, with some flexibility for occasional meetings or site visits in the evening or on weekends
- Frequent travel within Baltimore County using personal vehicle
- Frequent site visits some of which will be physically demanding or involve exposure to challenging outdoor conditions, including inclement weather and hiking over rough terrain, and may involve contact with domestic dogs

**Salary & Benefits:**

- Annual salary between \$65,000 and \$75,000, based on education and experience, paid bi-monthly
- 10 paid vacation days, 5 paid personal/sick days, and 7 paid holidays
- Healthcare or retirement plan stipend

Application: **Submit resume and cover letter via email to [admin@bcltc.org](mailto:admin@bcltc.org)**