



**THE COMPACT**  
OF CAPE COD CONSERVATION TRUSTS, INC.

**Land Protection Specialist  
Position Description, Opening**

The Compact of Cape Cod Conservation Trusts, Inc. was founded in 1986 to provide technical assistance to local land trust and works with landowners, governmental agencies, and other organizations to permanently conserve open space in a 16-town region from Wareham to Provincetown (Cape Cod). The Compact is seeking a part-time or full-time land conservation professional to work closely with several local land trusts through The Compact to increase the pace of land conservation in our operating area.

**General Responsibilities:**

The Land Protection Specialist is responsible for researching important conservation properties and helping to cultivate landowners with priority parcels for open space protection. The LPS will support or manage land conservation projects under the supervision of the Executive Directors of local land trusts. The LPS will be considered an employee of The Compact.

Primary Duties: (in collaboration with the Executive Directors)

- Identify and evaluate potential and strategic land conservation projects, including field assessments, mapping research, deed, plan and assessing information, as needed;
- Provide landowners with guidance and information about conservation techniques, including conservation restrictions, bargain sales, and charitable donations of land or interests in land;
- Support LT ED's in negotiating deals to facilitate conservation projects;
- Collaborate closely with project partners, including government boards and officials, and other land trusts, as needed;
- Draft options, purchase agreements, deeds, and other legal documents for review by The Compact's ED and land trust attorneys;
- Preparing Conservation Restrictions and guiding them through the review and approvals process.
- Help to manage project budgets; develop scopes of work for land survey and appraisal bids
- Prepare fundraising strategies for land acquisitions and assist the Executive Directors and board members in campaign outreach as requested;
- Draft grant applications for state and foundation funding for land purchases;
- Prepare clearly labelled resource and landscape context maps and sketches for land projects;
- Coordinate due diligence for acquisitions as needed, including title, appraisal, hazardous waste evaluations, natural resource inventory and baseline documentation, as needed;
- Present findings and updates to Land Acquisition Committees of the land trusts and Board of Directors as requested;
- Coordinate with other land trust staff (communications, land management) as projects develop;

### Secondary duties:

- Produce project folders, researching deed, plan, tax card, locus maps, contact info, etc. as requested, for other local land trusts
- Arrange landowner workshops on a sub-regional basis including agenda, venue, targeted mail-out

### Qualifications

- Strong personal commitment to land conservation, wildlife habitat protection, water quality and passive outdoor recreation;
- Sufficient academic degree(s) and three years of relevant experience in land trust work, environmental studies, natural resource management, communications, real estate, law, land use or regional planning or consulting;
- Detail-oriented, highly organized;
- Experience managing multiple projects simultaneously with little admin support; knowing what to do next to keep projects moving forward;
- Excellent people skills, meeting strangers (landowners) and having them trust you; crucial follow-up and timely response to their questions required;
- Self-starter; aptitude for creative problem solving—there may be several right ways to advance the project, learn them and apply them as they fit the situation;
- Strong writing and computer skills
- Understanding of web-based mapping software at a minimum. ArcGIS mapping preferred, but not required;
- Ability to locate and traverse a wide variety of habitats and terrain;
- Own a reliable vehicle; mileage reimbursement for non-commuting travel offered.

### Location and Hours:

The Compact maintains its office in Brewster MA. Ability to travel in SE Massachusetts and attend occasional evening and weekend meetings, with professional compensation time

Must be willing to work out of professional offices of the Cape Cod land trusts as requested.

### Compensation:

Salary commensurate with experience. If full-time, includes 75% of single health care premium in our group Blue Cross Blue Shield plan. If full-time, retirement stipend available after one year of effective work.

### Application Process:

Send well-written cover letter with resume and two professional (not academic) references as a *pdf* to Mark Robinson, Executive Director at [mark@thecompact.net](mailto:mark@thecompact.net). You may include one example of project work from your portfolio. No phone calls or US mail submittals please.

Candidates who are requested for final interviews should be available to meet in person, not remotely, at a mutually-convenient time.

Interviews will be conducted jointly with the Executive Directors of the local land trusts involved. The Compact is an equal opportunity employer.

Start Date: January, 2024 or sooner