



THOUSAND ISLANDS LAND TRUST

JOB DESCRIPTION – Land Protection Specialist

Background: The Thousand Islands Land Trust (TILT) is a regional, community-based nonprofit organization founded in 1984 and incorporated as an independent, nonprofit 501(c)3 organization in 1985.

TILT's mission is to conserve the natural beauty, diverse wildlife habitats, water quality and outdoor recreation opportunities of the Thousand Islands region, for present and future generations.

TILT works with private landowners, community and government leaders, and various conservation partners to conserve flora and fauna, water and air quality, and our region's important environmental features. The goal of TILT's work is a greater quality of life, an improved foundation for the economy, and an enhanced environment.

Since 1984, TILT has helped lead land conservation efforts in the Thousand Islands. Today, TILT protects over 14,000 acres of sensitive habitats that support the overall health of the St. Lawrence River ecosystem.

TILT has been accredited by the Land Trust Accreditation Commission since 2009.

Job Description: The Land Protection Specialist of the Thousand Islands Land Trust is a non-exempt position that is appointed by the Executive Director and reports to the Assistant Director.

The Land Protection Specialist assists the Director of Land Conservation with the development and implementation of land protection policies and goals, landowner outreach and support of the lands program. The Land Protection Specialist helps carry out fee-owned land and conservation easement acquisitions, adhering to high professional standards, current best management practices, and in particular the *Standards and Practices* of the Land Trust Alliance. In addition, the Land Protection Specialist assists with the implementation of TILT's Strategic Conservation Plan.

The Land Protection Specialist also works with the Director of Land Conservation and Stewardship Director to prioritize and implement stewardship and restoration efforts, while engaging partners and conducting public outreach regarding these projects.

The responsibilities of the Land Protection Specialist include, but are not limited to the following:

Primary Responsibilities:

I. Land Conservation

1. Assist the Director of Land Conservation with the implementation of TILT's Strategic Conservation Plan.
2. Collaborate with the Director of Land Conservation and Easement & Property Acquisition (EPA) Committee to seek approvals for specific conservation projects.
3. Prepare and implement property protection strategies, negotiate donations and purchases of land and conservation easements, due diligence collection and review, landowner outreach and correspondence, and assist in easement monitoring as necessary.

4. Draft conservation easement language and baseline documentation reports in collaboration with the Director of Land Conservation.
5. Ensure all documentation is gathered and/or prepared for each new fee-owned parcel and conservation easement, including procurement and review of surveys, appraisals, title documents, and other property records. Oversee and maintain complete files on fee-owned lands and conservation easements as they move through TILT's acquisition process.
6. Work with stewardship staff on the evaluation/assessment of site features and conditions, current land uses, and conservation values as related to project selection criteria for each property being considered for conservation.
7. Work with private land owners, TILT's contractors, attorneys, and local/state/federal agencies in developing conservation initiatives.
8. Work with the Director of Land Conservation to identify and develop grant proposals for land conservation activities (to include acquisition and management activities) and implement awarded grants and complete grant reporting.
9. Develop and maintain working relationships with state/federal agencies or other conservation partners.
10. Effectively utilize and periodically update TILT's GIS files.

II. Land Management and Stewardship

1. Work with stewardship staff and outside agencies to design and implement effective baseline reports and land management plans for conserved lands.
2. Assist stewardship staff with the management of TILT's fee-owned lands/conservation monitoring program.
3. Collaborate with stewardship staff to implement the land trust's fee-owned and conservation easement stewardship policies.
4. Deliver habitat mitigation contracts and inspection requirements, inclusive of forest carbon, wetlands and grasslands mitigation projects.

III. Administration and Board Support

1. Assist TILT with adhering to the Land Trust Alliance's Standards & Practices.
2. Maintain current knowledge regarding the legal, financial, and conservation implications of land protection methods and conservation easements.
3. Develop and maintain contact with land-related professionals in the community (e.g., realtors, real estate attorneys, accountants, etc.).
4. Sit on EPA Committee, Easement & Property Stewardship Committee and any other relevant board committees.
5. Cultivate landowners and solicit charitable gifts of conservation easements, land, appreciated assets and money in coordination with other staff; work with the Staff and Board of Directors to enhance program funding and overall organizational effectiveness.
6. Develop newsletter articles and other written content pertaining to current conservation projects and relevant topics.
7. Assist as needed with fundraiser and donor appreciation events and other gatherings.

Knowledge and Skills: Ability to work and think on both a micro (site specific) and macro (regional or multi-property) scale, while positioning TILT to achieve its short-term and long-term goals.

- Demonstrated experience in land conservation project development and conservation easement stewardship.
- Clear passion for working landscapes, broadening the organization's constituency, and connecting people to the land.

- A record of accomplishment in an entrepreneurial, problem-solving, service-oriented environment, preferably in a growing land trust.
- Ability to communicate about highly sensitive and confidential information with respect, ease and compassion. Outstanding oral, written, listening, and interpersonal communications skills. A demonstrated ability to customize outreach to meet different constituencies. Organizational fundraising and related outreach experience.
- Demonstrated desire to learn new tasks and skills, as well as experience in strategic relationship building within the landowner community.
- Proven ability to research, innovatively create solutions, and produce concise reports for various audiences. Excellent ability to balance the delivery of programs against the realities of a limited budget while incorporating problem solving, creative and strategic resourcefulness skills.
- A commitment to rural people, working landscapes, and serving the greater public interest via conservation is a must. Demonstrated ability to listen to landowners, community members and partners and to devise responsive, thoughtful solutions to funding, programmatic, and conservation needs.
- Ability to travel throughout Thousand Islands region, and occasionally within/outside of New York State. Some weekend and evening work are required. Candidates should be accustomed to working 40-45 hour work weeks. TILT utilizes an in-office work model.

The successful candidate will possess an advanced degree in natural resources, land planning, landscape design, agriculture or forestry. At least 2 years of direct conservation project design, easement drafting, and implementation is preferred. Strong computer skills required, including Excel, Microsoft Office, PowerPoint and ESRI GIS. Excellent presentation, written and verbal skills are critical. Current driver's license and own vehicle is necessary. Ability to walk over sometimes rough terrain, lift up to 50 pounds, and handle a variety of equipment and materials in the field (GPS, hand tools, and maps) is required.

To Apply

Applications are due by October 10th, 2025, but will be reviewed as received. Applications will not be reviewed without a cover letter describing your interest and qualifications, your resume (in PDF format), and three references. Applications should be sent to jtibbles@tilandtrust.org. In order to expedite the internal sorting and reviewing process, please write your name (Last, First - LPS Application) as the only contents in the subject line of your e-mail. More information about the Thousand Islands Land Trust may be found at: www.tilandtrust.org. No phone calls or faxes, please.

Additional information:

Salary – (\$50,000 - \$53,500), benefits (health and retirement), sick time, paid holidays and two weeks paid vacation.

Anticipated Start Date: Mid-November

Administrative Support – The individual in this position must be prepared to handle his/her own correspondence, filing, and record keeping.

Location – TILT's office in Clayton, New York – 135 John Street