

Iowa Natural Heritage Foundation

Conservation Easement Assistant

Job description

The Conservation Easement Assistant serves as a full-time assistant to the land conservation team within the Iowa Natural Heritage Foundation (INHF) and reports directly to the Conservation Easement Director. This new entry-level position will monitor conservation easements, compile baseline documentation reports, maintain land project database, prepare legal documents, create maps, assist with USDA paperwork and record keeping and other duties as needed.

This full-time, non-exempt position involves 40 hours per week, Monday through Friday, with some overnight travel and occasional weekend commitments. The position is based out of INHF's Des Moines office and will allow flexibility to work from home one day per week.

| Conservation Easement Assistant | | |
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| | Job Duties | Standard |
| 45% | <p>Easement Monitoring & Assistance Assist with annual monitoring of INHF-held conservation easements including coordinating with landowners, site visits, report writing, follow up correspondence, and documentation.</p> <p>Assist with preparation of conservation easement baseline reports including photo documentation, map preparation in ArcPro and written documentation of natural resource values.</p> <p>Ensure easement files contain proper documentation and are organized to ensure organizational strength.</p> | <p>100% of assigned easements are monitored annually in a professional, thorough, and respectful manner.</p> <p>Accurate and clear documentation of the easement property.</p> <p>Record keeping according to LTA Standards & Practices.</p> |
| 40% | <p>Conservation Team Assistance Maintain land project data in Salesforce, generate reports, and track project progress.</p> <p>Prepare legal documents including offers, repurchase agreements, management plans, assisting with USDA paperwork, and crop leases.</p> <p>Record meeting minutes, as assigned.</p> <p>Create maps in ArcPro for land protection inquiries.</p> <p>Assist with annual site visits and track progress.</p> | <p>Record keeping according to LTA Standards & Practices.</p> <p>Consistent, accurate and timely duties performed. Clear written and verbal communication.</p> |
| 10% | <p>Education and Training Participate in professional continuing education programs, as appropriate, to keep current on new developments and programs and to provide for continued personal and professional growth.</p> | <p>Continued growth through active engagement in relevant trainings, meetings and conferences including Land Trust Alliance educational opportunities.</p> |
| 5% | <p>Administration Administration including staff and department meetings, submitting time and expense reports, and vacation.</p> | <p>Good time management and communication with staff is maintained. Expense reports are submitted at least monthly. Time cards are submitted bi-weekly.</p> |

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Requirements

Education & Experience

Familiar with general ecosystem management and Iowa native plant and animal species are essential. Proficient use of Microsoft Office is required. Ability to create maps in ArcPro is essential; experience with GPS is a plus. Bachelor's degree in related field or equivalent related experience is required.

Skills

Ability to organize information and effectively collaborate and communicate with staff, landowners, partners, and donors. Team-centered with strong interpersonal skills and attention to detail are essential. Well-organized self-starter, capable of working independently, as well as comfortably, effectively, and dependably with a wide variety of people and able to organize support and cooperation. Effectively budget and prioritize time between varying demands and tasks.

Physical Requirements

Physical requirements include hiking rugged and uneven terrain in all weather conditions, sitting and/or standing at a desk and some light lifting. Work schedule will vary by season but will require some long days and overnight travel when monitoring easements. Occasional nights and weekend required. Must have a valid driver's license and provide own transportation to and from our office in Des Moines, IA. Must be able to work in an office environment with low to moderate noise levels.

Salary and Benefits Summary

Iowa Natural Heritage Foundation values our team members and takes pride in providing competitive compensation for this position, generous medical and dental benefits, ample vacation and sick leave accrual, retirement matching, and opportunities for professional and personal growth. The salary range for this position is \$41,000 - \$54,000.

To Apply

Please submit a resume, cover letter and three references to Kari Walker, Human Resources Director, at kwalker@inhf.org. Applications are due no later than February 17, 2023.

Iowa Natural Heritage Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing or service in the military.