



The Columbia Land Trust is seeking a Land Acquisition Specialist to join our passionate team!

Since 1990, Columbia Land Trust has protected, in perpetuity, over 23,000 acres of lands along the lower 250 miles of the Columbia River. A majority of the protection has been accomplished with land ownership, with significant holdings as conservation easements or other conservation agreements, as well as transfer of land to public agencies. The Land Trust has approximately 1,750 members in Oregon and Washington and has embarked on an ambitious plan to expand public awareness and participation in the conservation of the great lands of the Columbia River region. Columbia Land Trust's headquarters are located on the campus of beautiful Fort Vancouver, WA. For more information about us, visit our website at: <http://www.columbialandtrust.org/>

The Land Acquisition Specialist is responsible for supporting land protection staff in implementing land protection goals on behalf of the organization. The position assists with administrative and due diligence activities related to real estate transactions, including the preparation and review of legal documents, records, research, mapping, filing, database entry, and report development.

Essential Duties: other duties as assigned

Program Support and Implementation

- Supports land protection staff in the development of land conservation projects based on agreed upon priorities.
- Regularly contributes to Conservation Team (and overall staff) analysis of conservation projects and other organizational issues.

Project Support

- Supports land protection staff in all aspects of project development and implementation.
- Supports land protection staff in managing sub-contractors such as, appraisers, surveyors, environmental consultants as it relates to assigned projects.
- Orders title reports, appraisals, and legal descriptions and other pertinent documents.
- Under the direction of the land protection staff, conducts or contracts due diligence activities for land transactions.
- Researches and prepares background and baseline documentation (maps, aerial photographs, zoning, land use, mineral and water rights information).
- Monitors projects to ensure project deadlines are met and communicated to appropriate partners, stakeholders, and other interested parties.
- Displays excellent communication and interpersonal skills with landowners, contractors, political figures, agencies, stakeholders and co-workers. Communicates effectively and remains calm and courteous under pressure.
- Prepares requests for proposals (RFPs) and review bids for real estate and professional service contracts associated with land transactions including: appraisals, environmental site assessments, boundary surveys, legal description/acreage verifications. Drafts and tracks progress of associated contracts.
- Completes post-closing tasks for assigned land protection projects: ensures grant agencies have received copies of necessary documents, closes files, and coordinates information transfer to stewardship department staff.
- Respectfully takes direction from land protection staff.



Qualifications:

- Bachelor's degree from four-year college or university.
- 2-5 years of related experience within a natural resources, legal or real estate field and knowledge and experience in real estate transactions; or equivalent combination of education and experience.
- Must be adept at using various applications that utilize database, spreadsheet, report writing, project management, word processing, and presentation creation/editing software.

- Must have demonstrated experience with Microsoft Office Suite.
- Must possess excellent verbal and written communications skills.
- Must be detail-oriented and set high standards for accuracy.
- Has the ability to keep track of multiple complex projects with overlapping deadlines.
- Ability to organize project files, develop and complete task lists, and coordinate with numerous individuals regarding project details and deadlines.
- Ability to write grants, contracts, reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of stakeholders, partners, neighbors, contractors, co-workers, and the general public.
- Ability to build trust, compel others to action and build consensus through verbal and written presentations.

For consideration, please email your resume, list of potential references and a cover letter with relevant experience to: jobs@columbialandtrust.org by July 10th.

Columbia Land Trust is an EEO employer. For more information about us, please visit: <http://www.columbialandtrust.org/>