



**FOREST
SOCIETY
of MAINE**

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Conservation Project Manager Position Announcement

General Summary

The Conservation Project Manager supports the Forest Society of Maine's mission to conserve and steward Maine forestlands through development and management of new conservation projects. The Manager will work to initiate and respond to inquiries from landowners and partners to develop and successfully complete new conservation projects. Working with all staff and partners this person will provide project management for all aspects of land conservation projects. This person will be required to build and maintain relationships with landowners and project partners, relevant community residents as well as establish sound working relationships with appraisers, lawyers, surveyors, realtors, and other professionals all to successfully conserve forestlands in Maine. Occasional night and weekend travel may be required.

This is a full-time position that is based in our Bangor-area office with an anticipated start date of **September 1, 2024**.

Education & Experience

Minimum: Bachelor's Degree in a related natural resources major such as forestry, wildlife, or environmental sciences with a strong understanding of real estate rights and legal interests in land.

Preferred: 3-5 years of conservation project transaction experience, conservation organization structure and operations, and an understanding of non-profit organizations

Desired Qualifications

- *Experience with conservation land transactions, including working with attorneys and other professionals to complete the transactions;
- *Experience with relationship building, negotiations, and stakeholder engagement;
- *Strong organizational skills with excellent attention to detail and recordkeeping. Ability to multi-task and prioritize projects in order to effectively meet deadlines;
- *Ability to communicate clearly and succinctly in both written and verbal communications;
- *Strong team player who can build relationships and work collaboratively across the organization and with program partners;
- *Ability to effectively operate computers and software, including Microsoft Office, Adobe Acrobat, LANDSCAPE, and ESRI applications;
- *Openness to learning, and understanding Wabanaki culture and needs as it relates to land conservation projects;
- *Ability to perform and consider work through a diversity, equity, and inclusion lens when needed to enhance the work product and ensure that messaging is inclusive of all users;
- *Demonstration of positive outlook, a calm demeanor, and a sense of humor when faced with difficult situations;

- *Ability to successfully work in remote environments with little supervision;
- *Comfort level in asking for help, including a self-awareness about knowledge and skill gaps;
- *Knowledge of Maine geography, demographics, and conservation resources; and
- *Knowledge of and record of working with LTA Standards and Practices.

Working Conditions & Physical Demands

The work will mostly be performed in an office environment that is not subject to extremes of noise, temperature, odor, etc. This work primarily includes operating a computer and other basic office equipment. Work requires extended sitting and repetitive motion in the use of computer, keyboard, and mouse. There will be the need and opportunity for field-based work. This will include navigating to and around varied terrain on properties that may not have established trails and may be steep or uneven in nature, in potentially adverse weather conditions – throughout the calendar year. However, fieldwork will not be a regular part of the working experience.

Salary and Benefits

This is a permanent, full-time position with benefits (retirement plan, health insurance, paid vacation time, and paid holidays, annually). The expected salary range is \$50,000 - \$80,000 and will be commensurate with job responsibilities and experience.

Application Process

Do not meet every single requirement? We are dedicated to building a diverse, inclusive, and authentic workplace. If you are excited about this role but your past experiences only align with some of the qualifications in the job description, we encourage you to apply.

Electronic applications are preferred. Application materials should be sent to info@fsmaine.org with subject: Conservation Project Manager 2024

Application Materials should include:

- 1) Cover letter (addressed to FSM Search Committee) indicating interest; and
- 2) Resume - including the names and contact information for three references*

Applications due no later than 5 p.m. **July 12, 2024.**

**References will not be contacted until after the interview phase.*

Equal Opportunity, Diversity, Equity, and Inclusion

The above statements are intended to describe the general nature and level of work being performed by the person assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Forest Society of Maine does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission. A copy of our Diversity, Equity, and Inclusion Policy is available upon request.

June 2024