Peconic Land Trust
Job Description

Position: Director of Conservation Planning
Reports to: President
Date: June 21, 2013

Job Summary

The Director of Conservation Planning is responsible for the efficient operation and coordination of all aspects of the Planning Department. This includes supervision and coordination of Planning personnel as well as responsibilities of the Planning Department including overseeing the planning budget; overall management and coordination of projects with project managers, project assistants, administrative assistants, and consultants; coordinator for the Project Committee, and any recordkeeping associated with the Department. The Director of Conservation Planning coordinates with the Vice President of Stewardship on the Conservation Programs Department, as well as lending support to the Stewardship Department.

Job Functions

Primary job functions include:

A. Maintain, schedule, supervise and delegate projects with project managers, project assistants, administrative assistants and consultants through teamwork and mentoring
B. Maintain and update the Master Project List/ coordination of projects with all appropriate staff/ consultants
C. Strategize and foster intra and inter-departmental teamwork to clear obstacles and develop the most effective integration and coordination of project work
D. Coordinate with legal counsel, consultants and vendors
E. Project Committee staff liaison –responsible for scheduling, agendas and follow up
F. Planning Staff Meeting- responsible for scheduling, agendas and follow up
G. Conservation Programs Meeting- responsible for scheduling, agendas and follow up

H. Implementation, review, maintenance, and management of the department's administrative functions, including billing, how-to procedures, filing systems and checklists
I. Responsible for keeping up to date on changes in Standards and Practices and implementing necessary policy and procedure changes in the Department
J. Responsible for professional development of staff, including training, education and quality control
K. Facilitate communication with all other departments and staff in an effort to achieve Trust goals and contribute to the overall success of the organization
L. Daily communication/ coordination of all aspects of work with the VP of Stewardship and lend support to the Stewardship Department as needed
M. Oversee, and assign responsibilities for the negotiation of real property acquisition
N. Participate in strategies for the acquisition and disposition of Trust assets

Duties and Responsibilities

I. <u>General & Administrative</u>

* Participate in general organizational meetings/ activities such as staff meetings, management meetings, board and committee meetings (as appropriate), events, etc.
* Maintain files, records, databases, checklists etc. as necessary
* Budget work
* Create departmental work plan, and monitor progress with staff during course of year
* Work with other staff/ departments to create policies and procedures and meet standards for LTA accreditation where appropriate
* Attend VP meetings on an alternating schedule with the Director of Stewardship

II. <u>Planning Department</u>

<u>A. Management of Staff</u>

* Supervise Planning personnel and Planning support staff
* Develop and monitor individual work plans with staff members
* Coordinate personnel issues/ management on payroll, timesheets, salaries, etc., as necessary

* Quarterly feedback on work plans
* Yearly evaluations
* Assess staffing needs, create job descriptions, conduct interviews, hire and terminate employees

B. Planning Department Coordination and Administration

* Maintain and update the Master Project List.
* Maintain and update the Easement Template and other documents
* Oversee project prioritization, project billing/ budgets, and staff work loads
* Actively foster teamwork
* Client prospecting
* Oversee the drafting of Work Agreements and their implementation
* Oversight of all projects being implemented by the department and coordinate with other departments as needed
* Oversee donor cultivation strategies through the client relationship
* Assist Philanthropy with venture projects
* Communicate regularly with other departments
* Scheduling, agenda and follow up of Conservation Programs Meeting
* Scheduling, agenda and follow up of Planning Staff Meeting
* Responsible for education, staff training and professional development-Remain up to date and informed as to IRS and tax criteria, etc.
* Develop and foster relationships with municipalities. Negotiate and oversee contractual relations with same.
* Participate in organization-wide policy formation and implementation of Programs as appropriate for the Department

C. Administrative Functions of Planning Department

* Develop and update Project Checklists and Procedures for the Department
* Oversee accreditation for the Department
* Work with Stewardship Department to smoothly transfer projects from Planning
* Answer incoming calls about easements, tax issues, gifts of land, etc.
* Oversee all filing systems for the Department
* Oversee monthly billing

D. Liaison

* Project Committee- staff liaison to committee members. Responsible for the coordination of materials for project presentation at monthly meetings. Oversee project site visits by board and committee members.
* Communicate regularly with other Directors and departments
* Foster education and communication with the Board

III. Education

* Attend educational seminars or other workshops to enhance knowledge and skills in land conservation, project management, planning, real estate, tax issues, and leadership

IV. Fundraising

* Find opportunities to fundraise for the organization through the project work we do and work with planning staff to implement strategies for capturing information and for fundraising

V. Public Policy

* Oversee the assignment of staff to various committees/ groups working on Public Policy issues affecting the Department and the Organization including Town CPF committees, County committees, working groups etc.

* Attend governmental meetings and speak as necessary

VI. Additional Responsibilities

* Report any problems, concerns or grievances to the President
* Perform other duties as may be deemed appropriate by the President

Organization Development Responsibilities

A. Proactively work toward the continuous improvement of workplace efficiency and effectiveness. Identify areas in need of improvement, and participate in corrective efforts.
B. Design and maintain a personal system for providing and receiving the feedback necessary to effectively perform job functions, and help others effectively meet their job responsibilities
C. Work effectively with others, always retaining a focus on the Trust's goals, objectives, and mission, recognizing that the Trust's success is measured by the ability of staff to work together.

Skills

A. Communication, both written and verbal
B. Computer literacy: word, timeslips, excel, internet
C. Attention to detail, ability to organize and prioritize multiple projects
D. Project Management
E. Writing and editing
F. Legal document drafting and interpretation, including contracts, deeds, and easements
G. Real estate transaction knowledge
H. Acquisition and disposition of real property negotiation skills
I. Reading surveys, writing metes/ bounds descriptions
J. Title report knowledge
K. Knowledgeable of the tax implications for conservation related gifting
L. Ability to clear obstacles to meet deadlines and work under pressure
M. Self-starter with ability to work independently
N. Knowledge of approval processes of various regulatory agencies
O. Proficient in Microsoft Office/ Power Point/ Timeslips Billing Program and Internet Research

Requirements

*BA/ BS and 5-7 years of related experience