



## **The Land Trust for Tennessee**

Position: Conservation Coordinator, Full-Time  
Supervisor: Senior Conservation Project Manager  
Location: Nashville, TN

### **About The Land Trust for Tennessee**

The Land Trust for Tennessee ("LTTN") is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in its 25th year, LTTN has protected 137,000 acres through over 460 conservation projects across Tennessee. LTTN seeks an energetic professional to join our collaborative staff and highly regarded board in this full-time position. The position is based in Nashville and offers an impactful, demanding work opportunity at one of the nation's premier conservation organizations.

### **The Opportunity**

The Conservation Coordinator is responsible for various duties in support of the LTTN's Conservation Program. These duties include serving as the primary point of contact for all new conservation inquiries, providing key support functions for the project management team, and managing precise record keeping across the organization's server files, CRM software, and GIS database. This position is a key part of the Conservation team, working with oversight and management from the Senior Project Manager and Director of Transactions. This is an entry-level position with potential for long-term growth within the organization.

### **Primary Responsibilities**

#### Administrative and Project Support

- Serve as "front door" for the conservation team: field and track new landowner and other conservation-related inquiries via phone and email, direct team resources, send initial landowner packets, follow up with landowners.
- Prepare conservation materials for Committee & Board meetings, speaking engagements and special events.
- Conduct research for preliminary project reporting and baseline documentation preparation including compilation of reports, maps, and photographs.
- Assist Project Managers in preparation for project closings, including field data collection, printing and compilation of baseline reports and other closing documents.
- Assist Director of Transactions and Project Managers in ensuring all pieces of the easement transactions are tracked and properly documented.
- Attend and participate in outreach events and trade shows as directed to engage with general public and provide general information about LTTN.

#### Record Keeping & Data Management

- Maintain up-to-date project information within both the server files and the conservation CRM database.
- Manage and report on conservation project data as necessary for staff and board.
- Coordinate post-closing project data entry, file clean-up, and archiving of sensitive materials.
- Oversee all off-site archiving for conservation projects and stewardship records.

#### GIS Mapping & Spatial Data Management

- Use the Esri ArcGIS suite, Google Earth, and other related tools to create, validate, and update detailed and accurate maps and legal exhibits for a wide range of audiences.
- Maintain and manage interactive web mapping applications for internal use using ArcGIS Online.
- Manage, maintain, and update the organization's core GIS database.
- Support Stewardship & Conservation Team's mapping work and field data collection.

**Desired Skills & Qualifications:**

- Knowledge relevant to forestry, agriculture, natural resource management, and sound land uses; bachelor's degree in natural resource management, ecology, biology, environmental science or similar field, preferred.
- At least 2 years' experience as a member of a professional team preferred.
- At least 1-2 years' (3 or more preferred) experience with GIS, including GIS data acquisition and management.
- Excellent interpersonal and communication skills, ability to communicate with different personalities, diffuse and resolve conflicts, and ask and answer difficult questions.
- Strong spatial, analytical, reading, and writing skills.
- Ability to learn and understand land use guidelines and regulations.
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail while producing a steady volume of work in compliance with deadlines.
- Understanding of and commitment to the land conservation goals of LTTN.
- Ability to represent LTTN and interact effectively with a wide range of organizations and individuals.
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite (Word and Excel) and mapping software (i.e. ArcGIS), and general knowledge of CRM databases.
- Ability to perform field work and to work outside in all weather conditions.
- Flexibility to work some nights and weekends as required for LTTN events or landowner schedules.

**Benefits**

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, LTTN offers 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Monthly mileage reimbursement, and/or cost of rental car or use of company vehicle offered for work purposes.
- AAA Roadside Assistance provided.
- Medical and Dental insurance: premiums are covered at 85% for employee and 50% for spouse and family plans. LTTN currently offers a PPO health plan as well as an HSA option. A \$50,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- 403b retirement plan with a match of up to 5% after two years of employment.
- Extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

**Please apply by sending your resume and cover letter by February 15<sup>th</sup> through our Job Application portal linked here on our website <https://www.landtrusttn.org/about-us/job-opportunities>. No phone calls please.**