



**ALLEGHENY
LAND TRUST**

**COMMUNITY CONSERVATION DIRECTOR
EMPLOYMENT OPPORTUNITY**

Title: Community Conservation Director

Type: Full Time, 40 hours/week

Status: Exempt, Salaried

Office Location: Sewickley, PA

Reports To: Vice President of Land Conservation

Compensation: \$52,800 to \$62,100 plus excellent benefits including vacation, sick and personal time off, paid holidays, medical, dental and vision benefits, paid parental leave and a retirement plan with 3% employer contribution

About Allegheny Land Trust

Founded as a 501(c)(3) nonprofit in 1993 in response to the rapidly declining amount of green space in Allegheny County, Allegheny Land Trust (ALT) has protected more than 3,700 acres to preserve our region's unique natural beauty, provide accessible outdoor recreational opportunities, improve water quality, sustain biodiversity, and enhance the overall quality of life for all. ALT's strategic priorities are land protection, land stewardship, community conservation, and environmental education. More information can be found at alleghenylandtrust.org.

Position Summary

The Director of Community Conservation is a full-time employee who will advance Community Conservation initiatives for Allegheny Land Trust by creating, developing, and sustaining relationships with residents, community groups, and neighborhood development organizations to facilitate green space protection in the City of Pittsburgh and first ring suburbs. The Director will incorporate data-based approaches with interpersonal skills to build trust, relationships, and confidence in Allegheny Land Trust as a community partner.

In addition to having responsibility for the Community Conservation Program, the Director will support the Vice President of Land Conservation in acquisition, GIS analysis of new projects, and other county-wide efforts. The Director will be expected to play an active role in future land protection decisions and conservation strategies as well as be an active member of advancing the future of ALT through its programs and strategic plan.

Duties and Responsibilities

- Locate, prioritize, and implement urban conservation initiatives including site acquisition for urban greening projects, garden and green way protection, and green stormwater infrastructure.
- Serve as Project Manager for planning and other projects. Coordinates internal and external project components.
- Provide detailed research, analysis, and reporting of relevant topics. Develop Decision Matrix, Stakeholder Analyses, Budgets, Resource Allocations, and other products.
- Serve as ALT liaison with agencies including PWSA, URA, City Planning, watershed groups, Community Development Organizations, and other community-based organizations and municipalities. Ensures ALT has a presence during discussions and when decisions are made on issues that may affect ALT's work.
- Keep ALT informed on latest research, best practices and resilience issues relating to innovative approaches to conservation and/or conservation financing in the built environment.
- Assists with grant writing and document preparation for ALT projects. Writes grants and administers awarded grants with support. Drafts and distributes requests for proposal (RFPs). Analyzes contractor responses and makes recommendations. Manages established contracts and contractor work.
- Develop and integrate GIS mapping, application, and analysis products to support land conservation, community conservation, and marketing efforts.
- Represents ALT at regional, state, and national conferences by preparing and delivering presentations to communicate ALT's expertise and position on issues.
- Ability to work occasional evening and weekends. Ability to travel to ALT office, current and potential conservation sites, conferences, and meetings. Hold and maintain valid driver's license or demonstrate ability to use public transportation and personal mobility.

Working Conditions

- Normal office conditions approximately 80% of work time, 20% outdoor meetings with or without shelter in seasonal weather conditions. Strong variability between physically active workdays and extended sitting workdays based on schedule.
- Occasional lifting and carrying equipment or materials weighing up to 20 lbs. Occasional standing for lengthy periods of time during outreach events or conferences. Frequent travel by vehicle to ALT properties and potential acquisition sites.
- Remote Work and Home Office - Allegheny Land Trust allows employees to work a pre-approved hybrid schedule to support work-life balance and efficiency. Expectations for remote work are reliable electricity and internet connections in a relatively distraction-free environment.

Qualifications

- Ability to speak publicly, create educational outreach materials, and present to small and large groups.
- Ability to develop and manage project scopes of work, schedules, budgets, and tasks both internally and per external funder specifications.

- Understanding of ALT policies, procedures, goals, and objectives as acquired through on-the-job experience.
- Excels at operating in a community environment with multifaceted demands, with proven ability to successfully manage multiple projects and meet critical deadlines.
- Able to work in a non-standard office environment with ability to travel to ALT office, current and potential conservation sites, conferences, and meetings.
- Ability to work occasional evening and weekends.
- Knowledge of geographic information system (GIS) software as may be obtained through training and 1-2 years' experience with mapping techniques and systems such as Google Earth, OpenBox, QGIS, or ESRI GIS product suite.
- Experience using Microsoft Office 365 suite of tools including SharePoint and Teams and related integrations.
- Understanding of and willingness to comply with ALT policies, procedures, and practices.

Requirements

- General knowledge of Allegheny County, City of Pittsburgh, and other local government structures, land use and zoning ordinances, and real estate laws and contracts as may be gained with either a High School Diploma or GED.
- Four-6 years of direct work experience with a Community Development or Support Organization or a 4-year degree in Planning, Environmental Science, Sustainability, Political Science/Public policy.
- Two-4 years of work experience. An advanced degree in a related field and relevant internships may substitute for work experience. Other combinations of experience and volunteer activities may be considered.
- A reliable form of transportation (car, bus, bike) to get to our office and to our conservation areas as needed.
- Reliable internet access at home.

To Apply

- Send a cover letter and resume to Emilie Rzotkiewicz at emilie@alleghenylandtrust.org.
- Application materials must be received no later than Monday, December 12, 2022 at 5:00 PM.

Allegheny Land Trust is an equal opportunity employer committed to diversity, equity, access and inclusion. Allegheny Land Trust will not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, or gender identity.