



## Acquisition Coordinator - Job Description

### Overview:

The Land Trust of Napa County is a community-based nonprofit dedicated to preserving the character of Napa County by permanently protecting land. In its 48-year history, LTNC has completed well over 250 real estate transactions, protecting 94,000 acres.

The Land Trust offices are located in the City of Napa, near downtown. We offer competitive salary, paid vacation and sick time, health, dental and vision insurance, retirement benefits and family friendly policies. Our team consists of motivated and passionate individuals who care deeply about our mission and enjoy working together.

The Acquisition Coordinator is a position within the Lands Department at the Land Trust of Napa County, ideal for someone with real estate or legal experience. The Acquisition Coordinator works as an integral part of a team to carry out new conservation transactions and expand the Land Trust's county-wide land protection efforts. This job provides a nuts-and-bolts opportunity to combine mid-level project management responsibilities and general program support to achieve lasting conservation. The Acquisition Coordinator duties focus on all aspects of real estate transactions, including document preparation, due diligence, landowner relationships and data tracking.

The Acquisition Coordinator reports to the Conservation Director, and works as part of the land acquisition team with the CEO, Conservation Director, Staff Attorney and GIS Coordinator. This position is full-time with benefits and is non-exempt.

### Primary Responsibilities:

- Support all aspects of land acquisition projects, including:
  - draft project approval documentation (e.g. project descriptions, landowner engagement letters, transaction exhibits);
  - prepare and review land transaction documents (e.g. title documents, project descriptions, purchase and/or access agreements, property deeds, escrow/closing instructions, appraisals), working closely with all acquisition staff, legal counsel and other parties through closing of transactions;
  - track project timelines and budgets and review invoices.
- Prepare technical baseline documentation reports for designated conservation transactions.
- Support all aspects of grant acquisition and reporting for land acquisition projects, including:
  - assist in development and drafting of applications and post-award grant reports;
  - maintain grant application timelines and budgets;

- collaborate with Administrative team on grant reporting and tracking, progress reports, and reimbursement forms;
- provide data organization and tracking support for all land acquisition grants.
- Support other program administrative activities, including:
  - ensure that policies and practices meet current professional standards and accreditation requirements; update as necessary
  - serve as resource for other Land Trust staff on project-specific details; and
  - prepare Committee reports on acquisition actions.

**Position Details:**

**Work Environment:** In addition to work within an office environment, this position requires work outside in various weather conditions and exposure to natural elements (e.g. poison oak, ticks, etc.). This position spends approximately 20% of time in the field.

**Physical Demands:** Lift and maneuver materials and equipment weighing up to 30 lbs. Access to remote areas of the conservation easement and preserve lands sometimes involves hiking in strenuous terrain or traversing dense vegetation.

**Minimum Qualifications:**

LTNC is looking for a team player with exceptional detail and organizational skills and a strong interest in learning the fundamentals of, or developing further skills in, land conservation.

1. College degree in environmental planning, public administration, business, natural resources or related field with 2-3 years relevant work or volunteer experience OR high school diploma and 5-6 years of relevant work experience in real estate, title work or legal assistant in a land conservation or related field.
2. Excellent attention to detail. Demonstrated ability to meet deadlines, stay organized, multi-task and prioritize.
3. Strong oral and written communication, with proven editing skills.
4. Excellent interpersonal skills and an ability to work with a variety of constituents, including donors, volunteers, contractors and agency representatives. Good negotiation (or conflict resolution) skills are a plus. We strive to build strong relationships with landowners, title companies, realtors, etc.
5. Strong project management and record-keeping skills.
6. Ability to work independently and collaboratively, under general supervision of the Conservation Director.

7. Willingness to attend evening and weekend meetings with volunteers and landowners.

**Desired Skills and Experiences:**

1. Working knowledge of land protection concepts and legal, financial and real estate activities involved in land protection a plus.
2. Experience working for or with non-profit organizations OR experience working with federal, state and local governmental agencies or private organizations involved in land conservation a plus.

Salary is based on candidate qualifications and experience. The salary range for this position is \$55,000-\$70,000. Full benefits for employee; retirement plan; family friendly policies.

Send letter and resume to: [lena@napalandtrust.org](mailto:lena@napalandtrust.org). **No phone calls please.** Please reference Land2024 in your Subject line. First responses to applicants will begin July 5, 2024.