



Position: Land Conservation Manager

Reports to: Land Conservation Director

Supervises: N/A

Position Type: Full-time salaried/exempt

Location: Based at Montpelier, VT office

Compensation: \$65,000 annually; compensation based on experience, expertise, and fit for the role

Northeast Wilderness Trust's (the Organization) mission is to conserve forever-wild landscapes for Nature and people. We safeguard over 104,000 wild acres across New York, Vermont, New Hampshire, Maine, Massachusetts, and Connecticut. Northeast Wilderness Trust is the only regional land trust focused exclusively on rewilding through forever-wild conservation. We believe in the immense value of wilderness, both for its intrinsic value and for its unique role to reverse the biodiversity crisis, mitigate climate change, and provide solace to the human spirit.

The Opportunity:

The Land Conservation Manager will be integral to achieving the Organization's ambitious strategic goals, including our objective to conserve 160,000 acres by 2030. This position will work closely with Land Conservation staff to research, manage, and close fee acquisitions and conservation easements for the Organization. The Land Conservation Manager will dedicate a considerable amount of time to managing due diligence tasks, tracking deadlines, drafting and reviewing transactional documents, and proactively problem solving in collaboration with staff, attorneys, and third-party contractors. Additionally, the Land Conservation Manager will assist with GIS mapping and site visits across our service area.

What You Will Do:

- Conduct real estate due diligence, identify potential problems, and propose solutions in collaboration with other Land Conservation staff.
- Proactively manage a rotating portfolio of active fee and easement conservation projects, using Landscape software for project management and recordkeeping.
- Track deadlines, negotiate contract terms in collaboration with the Land Conservation Director, and ensure third-party deliverables are completed on time.
- Work with staff, partners, and landowners to identify and assess new conservation projects.
- Review and edit complex documents with exceptional attention to detail.
- Develop and maintain relationships with private landowners, partner organizations, communities, and government agencies to accomplish conservation outcomes.
- Work with Stewardship and Ecology program staff to schedule and prepare baseline documentation reports.
- Analyze map data and create new maps using Esri ArcGIS applications.
- Draft and update project budgets in coordination with Operations and Fundraising staff.
- Diligently and professionally respond to landowner and partner inquiries via phone and email.

- Faithfully represent the Organization's mission and values at stakeholder meetings, site visits, and conferences.
- Support implementation of new systems and processes to streamline the Land Conservation team's efficiency and effectiveness.
- Assist with administrative and recordkeeping duties as needed.

What You Will Bring:

- At least three years of complex project management experience. We strongly prefer candidates with (i) transactional real estate experience (ideally with a land trust) and/or (ii) legal or paralegal training and experience.
- Possess a passion for wilderness conservation.
- Ability to understand laws and regulations across multiple jurisdictions.
- Ability to thrive in a fast-paced and team-oriented work environment, including the ability to effectively prioritize competing demands.
- Exceptional organizational and time management skills to meet deadlines and be self-starting.
- Demonstrated ability to proactively anticipate issues and propose solutions to unexpected obstacles.
- A positive and collaborative attitude.
- Consistent attention to detail.
- A commitment to candid and professional communication, and a willingness to give and receive constructive feedback.
- Willingness to travel as needed across the region and carry a valid driver's license; reliable personal vehicle preferred.
- Proficiency in Microsoft Office and willingness to learn new software and systems.
- [*Preferred but not required*] Proficiency in ESRI ArcGIS applications.
- Residence in Vermont (or capacity to promptly relocate upon taking this position) with ability to work in-office in Montpelier at least three days per week.
- Adaptability and openness to evolving job duties during a period of organizational growth.
- Willingness to work outside of position's prime focus and collaborate with staff on other organizational priorities.
- Ability to participate in quarterly in-person staff meetings held in Montpelier, VT.
- Ability to pass a background check.

Benefits:

Northeast Wilderness Trust offers competitive and progressive benefits including:

Comprehensive Health Coverage

- 100% health insurance coverage to employees plus 81% of two-person/75% of family coverage.
- Shared cost dental and vision insurance.

Generous Vacation Time

- 31 days of combined time off annually, plus health leave.

Other Benefits

- 401k retirement plan with 5% employer match after six months.
- Employer-paid Life Insurance of \$50,000.

- Parental Leave: Twelve weeks paid after one year of service; option for an additional eight weeks part-time work; all with full benefits.
- Sabbatical Leave: Opportunity to earn up to a two-month paid sabbatical, with possibility to extend to three months, every seven years of employment.

How to Apply:

Interested candidates should submit a resume with three professional references and answers to the questions below, as a single combined PDF, to jobs@newildernesstrust.org with the subject "Land Conservation Manager." Application deadline is March 11, 2026 with review and interviews happening on a rolling basis.

Please limit your total response to all three questions to 750 words:

- Please describe a challenge or setback you faced in your previous project management experience. How did you respond, what was the outcome, and what did you learn from it?
- Northeast Wilderness Trust has set an ambitious goal to protect 160,000 acres of land by 2030, requiring us to conserve at least 11,000 acres each year. As the Land Conservation Manager, you will be instrumental in achieving that goal. How comfortable are you working in a fast-paced, deadline-driven environment?
- What does wilderness and its conservation mean to you?

Northeast Wilderness Trust is an Equal Opportunity Employer and is committed to a just and equitable world and workplace. We recognize that diverse teams make the strongest teams and we encourage people from all backgrounds to apply.