



## Blue Lake Rancheria Tribe of California

### POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Land Conservation Specialist  
Department: Environmental Department  
Reports To: Environmental Director  
FLSA Status: Non-Exempt

### JOB SUMMARY

The Blue Lake Rancheria Environmental Department seeks a qualified and passionate individual to serve as a Land Conservation Specialist. In this crucial role, you will play a key part in conserving and protecting ecologically and culturally significant agricultural lands around Humboldt Bay and the Baduwa't (Mad River). You will achieve this by:

- Building organizational and financial capacity for land conservation projects.
- Developing and implementing agricultural conservation easement and fee acquisition projects.
- Managing associated costs to help close land conservation projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizational and Financial Capacity Building:
  - Develop and implement a comprehensive plan to prioritize land targets and determine the most effective conservation methods.
  - Conduct thorough due diligence on high-priority properties for acquisition.
  - Secure funding for land acquisition projects through grant writing and other fundraising efforts.
  - Manage project budgets and track expenditures.
- Agricultural Conservation Easement and Fee Acquisition:
  - Identify and research potential properties for conservation based on the established criteria.
  - Negotiate land purchases and easements with landowners.
  - Oversee the land acquisition process from start to finish.
  - Develop and implement management plans for acquired lands.
- Project Management:
  - Prepare grant proposals and other funding applications.
  - Manage project timelines and deadlines.
  - Monitor and report on project progress.
  - Maintain accurate records and documentation.
  - Coordinate with stakeholders and partners.
- Other duties as assigned

**Promotes the following within the department and among all Team Members:**

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

**Blue Lake Rancheria requires Team Members, on a continual basis...**

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Minimum requirement: Associates degree in finance, business, environmental science, or related field.

**COMPUTER SKILLS**

Must be knowledgeable and proficient working with the Microsoft Office Suite.

**LANGUAGE SKILLS**

Ability to read, and apply technical procedures, or government regulations. Ability to write reports and planning documents. Ability to effectively present information and respond to questions from co-workers.

**MATHEMATICAL SKILLS**

Mathematical skills need to be advanced enough to calculate budgets and maintain accurate records.

**REASONING ABILITY**

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**WORK ENVIRONMENT**

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work will be performed both inside the tribal office and outside visiting potential acquisition sites.