



## Program Manager, Land Conservation Programs

**Location:** Cambridge, MA

### **Position Description:**

The Lincoln Institute of Land Policy seeks a well-organized and detail-oriented person to fill the position of Land Conservation Program Manager within the Department of Planning and Urban Form. This person requires leadership abilities for the planning and overall success of the Land Conservation Program goals.

As part of the Department of Planning and Urban Form the Land Conservation Program works to advance the importance of land conservation communities sustainability through improved land use planning, management and decision making.

Lincoln Institute makes its impact through research, demonstration projects, and dissemination of the lessons learned and the Institute is known globally for making long term, sustained commitments to the land policy issues on which we work.

### **Responsibilities:**

- Assist and, in appropriate circumstances, take the lead in the development of projects, programs and practices that advance the goals of the Land Conservation Program within the Department of Planning and Urban Form at the Lincoln Institute of Land Policy.
- At present, the projects that comprise the Land Conservation Program include the following:
  - International Land Conservation Network (ILCN)
  - ALPINE Network (Academics for Land Protection in New England)
  - Kingsbury Browne Fellowship and liaison with the Land Trust Alliance
  - Conservation Scholars project and
  - Peer Learning Initiative associated with the University of Montana.

**Specific activities include:**

- Work with the Program leadership to develop and regularly monitor ILCN and other program budgets
- Assist in developing national and international networks of experts and potential partners from around the world for the ILCN and other projects
- Primary responsibility for developing and implementing ILCN and other project communications, including
- Responsibility for producing and distribution e-newsletters, including developing and writing the stories and all aspects of production
- Responsibility for all aspects of the respective websites, including liaison with our website design company for updates and maintenance, and developing additional materials for the website
- Develop exchange programs/study tours, as funding is available, to allow conservation practitioners to learn from other countries/regions;
- Continual improvement of the ILCN census, including additional survey information and translation of data to the website, and outreach to organizations who may be interested in becoming part of ILCN;
- Assist in development of ILCN and other program priority projects such as a webinar series, curriculum offerings, and other possible program offerings;
- Participating in planning and program development for conferences and meetings;
- Organize and lead ILCN and other project Steering Committee and Advisory Council conference calls, provide minutes and track follow-up actions
- Assist in developing and writing proposals for donors and foundations and in providing reports and follow up materials as requested; take initiative in identifying, contacting, cultivating and following up on development prospects;
- Assist and take the lead in other projects as requested.
- Participate in Lincoln Institute work group and task force assignments, and other institute-wide initiatives and administrative efforts, as requested by supervisor.



## **Qualifications**

### **Knowledge, Skills, and Abilities required:**

- Strong familiarity with the field of land conservation in the public, private and non-profit sectors; working comprehension of key concepts in the areas of conservation finance, land management and stewardship, conservation law and policy, and organizational management and governance
- Strong written and oral communication skills
- Strong organizational skills and ability to meet deadlines
- Attention to detail and follow-through
- Problem-solving skills - able to find new solutions to problems
- Creative and proactive on taking initiative to improve programs
- Positive “can-do” approach to work and team spirit
- Efficient, able to prioritize and multi-task
- Ability to effectively interact with colleagues from different cultures and backgrounds, responding to different expectations and work styles
- Able to travel both within and outside the US
- Ability to work independently and handle multiple tasks simultaneously
- Flexible, adaptable, well-organized, dependable, tactful

### **Educational:**

- At least 3 years relevant experience
- Master's degree or equivalent in relevant field preferred
- Language competencies in addition to English preferred, especially Spanish and/or French

### **Compensation:**

Competitive Salary commensurate with experience and qualifications and generous benefits, including paid time off for holidays and vacation, health coverage, employer-matched retirement plan.



### **Application:**

To apply, please send resúme, cover letter, and three references as one PDF to [administration@lincolninst.edu](mailto:administration@lincolninst.edu). The PDF file should be named as follows: LastName\_FirstName\_Land Conservation, Program Manager.pdf. Please ensure that the subject line of your email includes the text "Land Conservation Program Manager." The position is open until filled. The Lincoln Institute will begin reviewing resúmes and requesting interviews immediately.

In addition, please complete [this online form](#).

### **The Lincoln Institute of Land Policy**

The Lincoln Institute of Land Policy is a nonpartisan, private operating foundation whose mission focuses on solving global economic, social, and environmental challenges to improve the quality of life through creative approaches to the use, taxation, and stewardship of land. A dynamic, growing, organization whose origins date to 1946, the Lincoln Institute seeks to inform and reframe the public dialogue and decisions about land through research, training, and effective communication. By bringing together public officials, policy makers, scholars, practitioners, journalists, and involved citizens, the Lincoln Institute integrates research and practice and provides a forum for multidisciplinary perspectives on public policy by "finding answers in the land". The Lincoln Institute focuses on five major areas of impact in the world: Creating Fiscally Stable Communities, Mitigation of and Adaptation to Climate Change, Reducing Urban Poverty and Informality, Establishing Functional Land Markets and Ensuring Efficient and Equitable Tax Policy.

**The Lincoln Institute of Land Policy is an Equal Opportunity Employer.**