



Title: Land Acquisition Specialist
Reports to: VLT Lands Program Director
Updated: January 2025
Grade 7

Position Overview:

The Land Acquisition Specialist works as an essential member of the Land Activation team to advance VLT's investments in people and places to strengthen communities and the health of our land. The Land Acquisition Specialist manages the acquisition and transfer of all properties that VLT owns ("fee lands"), including forest, community, and farmland parcels, in support of VLT's mission and overall financial health. The Specialist also focuses on assisting partner organizations in achieving their land ownership, access, and conservation goals. The Specialist collaborates deeply across teams to advance our land conservation goals, deepen relationships with partners and communities, and expand who participates in and benefits from VLT's fee lands programming.

ESSENTIAL JOB RESPONSIBILITIES:

- Manages organizational activity, in collaboration with Land Protection and Land Activation team members, to plan, manage, and facilitate fee land acquisition and disposition.
- Partners with VLT Legal team to coordinate and execute pre-closing activities for acquisitions and dispositions.
- Manages each land acquisition and disposition process, creating budgets, coordinating due diligence processes, marketing property, and managing stakeholder and contractor relationships.
- Manages organizational activity, in collaboration with Land Protection and Engagement team members, to plan, identify, and cultivate opportunities for donations and bargain sales of land to VLT ("land gifts").
- Builds and maintains strong systems to support activities across teams and program areas to advance all forms of VLT fee land transactions.
- Partners with Land Protection team members to support conservation easement outcomes on fee land transactions.

- Engages and builds relationships with a growing network of non-profit and community partners who seek access to and ownership of land, advancing VLT's and partners' goals for land equity and justice.
- Provides technical assistance and occasional project management to aid partner organizations' acquisition of land.
- Manages the ownership phase of short-term land gifts, serving as lead contact for these lands during VLT ownership and coordinating the activities of team members and contractors to ensure all aspects of ownership responsibilities are met.
- Participates in team prioritization and planning for activities and programming on fee lands and the vetting of new acquisition opportunities for long-term fee lands.
- Collaborates and partners in team and organizational development and assists in land activation programming and fee lands programming as requested.
- Other duties as requested.

QUALIFICATIONS:

Consideration will be given to candidates demonstrating comparable qualifications acquired through a different combination of education and experience than what is outlined below.

- Understanding of and commitment to the mission and strategic objectives of the Vermont Land Trust.
- Commitment to advancing diversity, equity, and inclusion at VLT.
- Three to five years of direct experience in land management, surveying, real estate, or nonprofit program management.
- A Bachelor's degree in Natural Resources, Forestry, Agriculture, Surveying, or a related field.
- Broad-based knowledge related to working lands (agriculture, forestry).
- Strong project management skills and experience managing budgets.
- Experience related to real estate transfers, property management, contractor management, and conservation transactions. Realtor experience preferred.
- Excellent interpersonal and communication skills, including strong advising, consulting, coordinating, negotiating, listening, and public speaking skills.
- Ability to communicate with different personalities, diffuse anger, resolve conflicts, and ask and answer difficult questions, including ability and willingness to work across differences and to practice inquiry.

- Ability to represent VLT and interact effectively with a wide range of organizations and individuals, and to work cooperatively with all VLT staff and Board members.
- Ability to work independently and collaboratively and to engage in independent and group problem-solving.
- Ability to effectively operate computers, mobile devices, and assigned software, including Microsoft Office Suite (Word, Excel, Access, etc.), mapping software (i.e. ArcMap and ArcGIS), and digital photography-related software.
- Ability and willingness to learn and adapt to new technology that VLT adopts overtime.
- Ability to travel extensively around the state. Valid driver's license and vehicle required.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Some work is performed outdoors in all weather conditions and may involve exposure to noise, dirt, dust, smoke, vehicles and other fumes, and to large machinery and livestock. Frequent standing, walking, and climbing on varied terrain is required. Other work is performed in an environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, adding machine, fax machine, and other office equipment. Work requires extended sitting and repetitive motion at computer, keyboard, and mouse.

SALARY AND BENEFITS:

\$67,200 annual starting salary plus a generous benefits package, including a cafeteria plan equivalent to \$25,561 to cover the cost of the following benefits:

- Medical and dental care
- Flexible Savings Accounts
- 403b retirement program with employer match
- 6 weeks annually of Combined Time Off
- 8 hours of paid volunteer time

The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and lived experiences to apply. We recruit, employ, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran, or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.

ABOUT THE VERMONT LAND TRUST

Vermont is a place where the well-being of land and people is entwined. With families, communities, and partners, the Vermont Land Trust conserves land and fosters life-long connections to the farms, forests, and natural areas that define us.

The Vermont Land Trust is a nationally recognized leader in conservation. Rooted in Vermont since 1977, we have protected more than 640,000 acres of farmland, forestland, and community lands, covering over 11% of the state. Much of this land is privately owned and contributes to our abundance of local food, maple and timber products, tourism and recreation, and the vitality of our towns and villages.

Our Values

Trust is in our name, and it lies at the center of who we are. Taking the time to listen and learn is in our bones. In every interaction, we strive to be reliable, communicative, and fair. Our core values, co-created with staff, continue to guide our intentions, actions, and culture.

Service: We value service through high-quality work and bring integrity to what we do. We keep our communities, landowners, partners, and donors at the forefront of our minds. We apply this same mindset to our colleagues who rely on us to deliver results, together.

Trust: We value building and maintaining the trust of the communities and people with whom we work. This means following through on our commitments, taking time to build relationships, believing good intent, and making decisions closest to the work.

Communication: We value transparency, listening, curiosity, candor, clarity, and patience. We take time to slow down, inquire, and ensure shared understanding. Providing and receiving feedback is a natural and necessary part of our culture.

Fairness: We value the equal application of internal practices and policies, and we serve people regardless of their status. Transparency in decision-making, fairness in recognition, and parity in pay are some ways in which fairness is embedded in our culture.

Community: We value a supportive and collegial environment based on teamwork and mutual respect. All colleagues contribute to VLT's success. We offer one another cooperation, flexibility, good humor, and support.

Learning & Growth: We value growth and improvement that challenges us and fosters learning, creativity, and flexibility. This means that we are curious about other perspectives, take time to reflect, share our learnings, and improve as we go.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the employer's needs and requirements of the job change.