



## Legal Project Manager

Reports to: Legal Director

Grade 7

### POSITION OVERVIEW

As part of VLT's legal team, Legal Project Managers provide exceptional service to our communities, landowners, and donors. As members of the land protection team, their legal expertise, attention to detail, and project management skills are key to the success of real estate transactions and stewardship activities that advance our mission. Working with project teams, landowners, and their legal representatives, they bring conservation and stewardship transactions to successful completion. They perform a wide range of legal and technical support functions related to land transactions, including fee acquisition and sales, conservation easement purchase and donation projects, and stewardship.

### ESSENTIAL JOB RESPONSIBILITIES

#### *Provide technical expertise in legal drafting and execution:*

- Coordinate, evaluate, draft, and review legal documents associated with conservation easements, fee lands and stewardship transactions, as well as lending and other types of transactions.
- Order, review, and track title reports, commitments, and policies. Communicate with contracting attorneys to ensure that title documents are accurate and timely.
- Review and prepare tax forms for a variety of transactions and calculate property tax proration.

#### *Lead legal policy and system improvements*

- Comply with VLT policies, procedures, programs, systems, and goals. Stay abreast of legal trends and state and federal regulations and requirements.
- Confer with staff and partners to coordinate and evaluate shared processes, mechanisms, systems, and forms.
- Assist the legal team and other staff with various policies, administrative, and organizational projects.

#### *Project management with a legal lens to ensure smooth closings*

- Coordinate with internal attorneys, internal staff, landowners, outside attorneys, partners, and sellers to ensure that conservation project closings go off without a hitch.
- Coordinate internally and externally to guide stewardship approvals and amendments to completion.
- Review grant agreements and other funder-related documentation. Prepare closing documentation in compliance with funder requirements and in collaboration with staff.
- Perform liaison functions with landowners, government agencies, community organizations, and other customers.

#### *Provide organized and thoughtful administrative support*

- Manage, track, process and disseminate all legal documents in accordance with VLT standards.
- Maintain documents, forms, and records related to conservation easements, title clearing, fee lands transactions and stewardship matters.
- Coordinate with Finance to report information to the IRS.
- Provide administrative support to Staff Attorney and Legal Director

## **DESIRED SKILLS & EXPERIENCE**

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

- Knowledge that is equivalent to completion of a master's in legal studies or a related field, along with three to five years of relevant conservation and project management experience. Another combination of education and experience providing comparable knowledge and skills may be acceptable.
- Broad, in-depth technical knowledge and skills in real estate law, including title searches, title insurance, deed preparation and execution, mortgages and other liens, and general real estate closing procedures.
- Strong planning, administrative, organizational, data entry, record-keeping, filing, and general office skills.
- Strong time management skills with ability to meet deadlines while working under pressure.
- Excellent attention to detail, accuracy, quality, confidentiality, and a strong customer service focus.
- Strong writing, editing, and proofreading skills, including excellent grammar, and spelling.
- Good math and general analytical skills.
- Excellent interpersonal, communication, and collaboration skills with both internal and external parties.
- Knowledge and competency with various software including Microsoft Office Suite products, Adobe and Sharepoint.
- Valid driver's license and/or access to reliable transportation.
- Good general understanding of and interest in the land conservation work of Vermont
- Ability to work independently and to engage in independent and group problem solving.
- Ability to travel around the state. Valid driver's license & reliable personal vehicle required.

## **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work will be primarily performed in an office or home-based office environment. This position is based out of our Montpelier office location. A hybrid arrangement is possible although proximity to Montpelier is required. Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computers, printers, multifunction machines, and other office equipment. Work requires extended sitting and repetitive motion on a computer, keyboard, and mouse. Occasional lifting is required.

## **COMPENSATION AND BENEFITS**

- \$69,216.00 annual starting salary, exempt from overtime.
- A generous benefits package, including a 2026 cafeteria plan benefit allowance equivalent to \$26,839.30 per year to contribute to the cost of the following benefits:
  - Medical, Vision and dental insurance coverage
- Flexible Savings Accounts options (HSA, FSA, Dependent Care)
- 403b retirement program with employer match
- Disability and group life insurance
- 6 weeks annually of Combined Time Off
- 12 days annually of Sick Time
- 1 full day (8 hours) of paid volunteer time
- Ongoing professional development

## 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 600,000 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 all that we do, inspired by our mission.
- **Trust:** We value building and maintaining the trust of the communities and people with whom we work.
- **Communication:** We value transparency, listening, curiosity, candor, clarity and patience.
- **Fairness:** We value diverse experiences and perspectives and strive to extend the benefits of our work to all.
- **Community:** We value a supportive and collegial environment based on teamwork and mutual respect.
- **Learning & Growth:** We value growth and improvement that challenges us and fosters learning, creativity, and flexibility.

## HOW TO APPLY

To apply, upload your current resume and cover letter and complete our online application - [Vermont Land Trust Application Portal](#). No phone calls, please. For any questions about this position please email [hr@vlt.org](mailto:hr@vlt.org). Position open until it is filled.

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*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.*