



Jobs and Salaries

INTRODUCTION

Land Trust Jobs & Salaries: Sample Job Descriptions and Guidelines for Hiring

With the number land trusts operating in the United States increasing every year, and the number of acres conserved by these organizations increasing even faster, the land trust movement is clearly one of the fastest-growing segments of the conservation movement. With this growth in numbers and sophistication, land trusts' staffing demands and opportunities are expanding as well.

The Land Trust Alliance's 2003 National Land Trust Census found that of the approximately 1,537 land trusts, 69% have no paid staff. Most land trusts depend on volunteers to accomplish a great deal; however, land trusts with paid staff often can be more effective in carrying out their missions. While land trusts with full-time staff represent less than half of all land trusts they can claim credit for nearly 90 percent of all land conserved by land trusts.

Land trust staff handle a great range of responsibilities, including land protection, project management, stewardship, fundraising, education, communications, and administration. This document provides an overview of many of the jobs that exist within land trusts. It will be useful both to job seekers and to land trusts creating or redefining staff positions. It includes the following:

1. Sample job descriptions from geographically diverse land trusts of all sizes from the past several years;
2. Summary results from salary surveys sent out in 1998, 2000 and 2002;
3. "Standard 7: Staff, Consultants and Volunteers," from LTA's *Land Trust Standards and Practices*;
4. Articles from LTA's quarterly journal, *Exchange*, on hiring and managing land trust staff;
5. Lists of sources to advertise and look for positions, and resources for the interview process.

We are grateful to all the land trusts that contributed their job descriptions to LTA for this resource.

Note: The job descriptions in this document are samples only.

I. LAND TRUST JOB DESCRIPTIONS

Executive Director

Skagit Land Trust

http://www.ltanet.org/objects/view.acs?object_id=15309

Green River Valley Land Trust

http://www.ltanet.org/objects/view.acs?object_id=15304

Stewardship/Land Management

Southern Appalachian Highlands Conservancy (Director of Land Protection)

http://www.ltanet.org/objects/view.acs?object_id=15308

Grand Traverse Regional Land Conservancy (Land Protection Specialist)

http://www.ltanet.org/objects/view.acs?object_id=15303

River Fields (Land Conservation Manager)

http://www.ltanet.org/objects/view.acs?object_id=15307

Wood River Land Trust (Stewardship Coordinator)

http://www.ltanet.org/objects/view.acs?object_id=15313

Quoddy Regional Land Trust (Stewardship Coordinator)

http://www.ltanet.org/objects/view.acs?object_id=15306

Sudbury Valley Trustees (Ranger/Biologist)

http://www.ltanet.org/objects/view.acs?object_id=15310

Elkhorn Slough Foundation (Land Manager)

http://www.ltanet.org/objects/view.acs?object_id=15302

Development

Columbia Land Trust (Development Director)

http://www.ltanet.org/objects/view.acs?object_id=15301

Washtenaw Land Trust (Director of Marketing and Development)

http://www.ltanet.org/objects/view.acs?object_id=15311

Communications

The Coalition for Buzzards Bay (Communications & Outreach Coordinator)

http://www.ltanet.org/objects/view.acs?object_id=15300

Assistant

Wildlands Trust of Southeastern Massachusetts

http://www.ltanet.org/objects/view.acs?object_id=15312

Volunteer

Society for the Protection of New Hampshire Forests

http://www.ltanet.org/objects/view.acs?object_id=15955

http://www.ltanet.org/objects/view.acs?object_id=15956

Lakes Region Conservation Trust (Volunteer Opportunities)

http://www.ltanet.org/objects/view.acs?object_id=15297

Yakima Greenway Foundation (Volunteer Recruitment Materials)

http://www.ltanet.org/objects/view.acs?object_id=15298

Save the Prairie Society (Volunteer Recruitment Materials - Member Survey Update)

http://www.ltanet.org/objects/view.acs?object_id=15957

II. LAND TRUST ALLIANCE SALARY SURVEY RESULTS

Articles, Tables and Graphs

“Salaries and Benefits Rise for Land Trusts’ Staff,” Rob Aldrich

Exchange, Winter 2003 (Vol. 22 No. 1)

http://www.ltanet.org/objects/view.acs?object_id=10911

Additional charts and graphs for the salary survey article in the Winter 2003 issue of *Exchange*, Rob Aldrich

http://www.ltanet.org/attached-files/0/29/2984/xtra_web_graphics.doc

“Survey Shows Increasing Salaries and Benefits for Land Trust Staffs,” Melissa Danskin
Exchange, Winter 2001 (Vol. 20 No. 1)

http://www.ltanet.org/objects/view.acs?object_id=228

“A Snapshot of Land Trust Salaries and Benefits,” LTA
Exchange, Fall 1998 (Vol. 17 No. 4)

http://www.ltanet.org/attached-files/0/9/952/exchange_17_04_04.pdf

III. LAND TRUST STANDARDS AND PRACTICES

“Standard 7: Volunteers, Staff and Consultants,” LTA.

http://www.ltanet.org/objects/view.acs?object_id=15082

IV. ARTICLES ON HIRING AND MANAGING STAFF

“Ask an Expert – Successful Planning for New Leadership,” Margaret Donohoe

Exchange, Winter 2003 (Vol. 22 No. 1)

http://www.ltanet.org/attached-files/0/29/2972/exchange_22_01_10.pdf

“A Framework for Effective Board/Staff Relationships,” Kathleen Landel
Rally Workshop 1L1, LTA Rally 2003

http://www.ltanet.org/objects/view.acs?object_id=11881

“Ask an Expert – Managing Staff and Volunteers,” Diane Russell

Exchange, Winter 2002 (Vol. 21 No. 1)

http://www.ltanet.org/attached-files/0/21/2135/exchange_21_01_10.pdf

“Recognizing and Preventing Staff Burnout,” Brenda Bionda

Exchange, Summer 2001 (Vol. 20 No. 3)

http://www.ltanet.org/attached-files/0/15/1535/exchange_20_03_01.pdf

“Hiring Staff – A Primer for Boards and Executive Directors,” Thomas C. Bailey

Exchange, Spring 1996 (Vol. 15 No. 2)

http://www.ltanet.org/attached-files/0/17/1782/exchange_15_02_02.pdf

"Survival Skills for Executive Directors," Marc Smiley
Exchange, Fall 1995 (Vol. 14 No. 4)
http://www.ltanet.org/attached-files/0/18/1842/exchange_14_04_03.pdf

"The First Staff Person Hope for the Transition," Diane Russell
Exchange, Winter 1993 (Vol. 12 No. 1)
http://www.ltanet.org/attached-files/0/23/2366/The_First_Staff_Person.pdf

V. RESOURCES

Additional Sources on Job Search, Placement, etc.

Interviewing

Highly recommended link for information on how to interview –
<http://www.job-interview.net>

Interview Questions (Discussion of illegal interview questions, and how to ask questions legally) – <http://humanresources.about.com/library/weekly/aa121302b.htm>

Reference Checking

Sample checklist for reference checking (from Penn State University) –
<http://www.ohr.psu.edu/emplment/telecheck.htm>

Sample checklist for reference checking (from University of Washington) –
<http://www.washington.edu/admin/hr/uwjobs/hire/telephone.check.form.pdf>

Evaluation

Employee Performance Evaluation (from the Land Trust Alliance)
http://www.ltanet.org/objects/view.acs?object_id=15305

Places to Advertise LT Jobs

In addition to advertising your job opening in your local paper and posting it on the LTA Web site (http://www.lta.org/resources/how_to_post_jobs.htm – send your announcement to jobs@lta.org), there are a growing number of places to publicize land trust job opportunities inexpensively or even for free, where those interested in the environment will read them! They include:

Free

EnvJobs-L@environment.harvard.edu: This is a moderated **Internet discussion list** for sharing information about environmental job and educational opportunities. E-mail your job advertisement to the address above, selecting a subject line that can serve as a one sentence abstract of the job opportunity. This is a **free** service.

Peace Corps (RVS bulletin): This is a **free** resource to get the word out about your job opportunity. Call toll free: 1-800-424-8580 x1433 for information on how to get your ad posted. Or send your open job announcement to the Peace Corps hotline at:
hotline@peacecorps.gov

Low-Cost

Green Dreams Jobs database: This is an **inexpensive** service (\$50 per post with discount rate). <http://www.sustainablebusiness.com/jobs>

Environmental Jobs and Careers: <http://www.ecoemploy.com/> Extremely affordable and prompt service for posting job announcements. Your ad will cost \$1.10 per 1,500 words per day, and the minimum total charge is \$11.00. (<mailto:info@EcoEmploy.com>)

EnviroNetwork: Visit their Web site at <http://www.EnviroNetwork.com> and click on "Post a Job" to follow directions on how to place your ad. Make sure you click on 501(c)3 to qualify for the \$75/ad rate. The ad will stay posted for 60 days, and you will have access to full searches of the resume database by country, state, and job category.

Idealist.org: <http://www.idealist.org>: You will need \$50 to place your ad, and must obtain an account first.

Land Trust Alliance Web site (http://www.lta.org/resources/how_to_post_jobs.htm). Send your announcement to jobs@lta.org

Other

Environmental Career Opportunities (ECO): You can reach them by e-mail at advertisement@ecojobs.com with your job opening announcement, and they will give you a price quote (roughly \$160/ad). Ask about getting your job announcement duplicated on their Web site (<http://www.ecojobs.com>) for free with a paid newsletter ad.