



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

Position Open: Stewardship Coordinator
Reports to: Senior Stewardship Manager
Location: Seattle, WA (option to work remotely from anywhere in Puget Sound)
Salary range: \$49,000 - \$52,000

Organizational Overview

Washington Farmland Trust (formerly PCC Farmland Trust) is a 501(c)(3) organization dedicated to sustaining a future for farming. Founded in 1999, we protect and steward threatened farmland across the state. We keep land in production by making it accessible to future generations of farmers. Visit www.wafarmlandtrust.org for information about our programs.

Position Overview

The Stewardship Coordinator is a new position and works in partnership with farmers and landowners in their management of natural resources on properties conserved by Washington Farmland Trust. The Coordinator also works closely with other members of the Conservation and Stewardship team on complex conservation transactions, balances occasionally conflicting conservation priorities, identifies and seeks remedy to barriers to participation and inequities inherent in current food and farm systems, and contributes to maintaining a healthy and interconnected organizational culture.

The Stewardship Coordinator is an external-facing role for the organization, representing Washington Farmland Trust in our direct work with farmers, land stewards, members of the public, and partner organizations. As such, applicants should demonstrate an ability to engage with people across a range of perspectives and a personal and professional ethos grounded in equity, inclusion, collaboration and diplomacy. They will join the organization at a critical inflection point as our organization pursues deep, internal transformation through intentional diversification of staff and board, and lasting programmatic commitments to justice and equity in agricultural conservation and farmland access. We are seeking a colleague who approaches this work with compassion, vulnerability, empathy, curiosity, and humility.

This is a full-time, non-exempt position that reports to the Senior Stewardship Manager. This work requires close collaboration with staff across the organization, as well as partner organizations and agencies. This work also requires significant field time in a



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

variety of rural and at times remote locations; as such, WFT employs field safety protocol and open communication to ensure staff safety and comfort in this role. Washington Farmland Trust maintains a small physical office space in Downtown Seattle. However, staff are working remotely at time of hire and applicants based anywhere in the Puget Sound region are encouraged to apply.

Essential Duties & Responsibilities:

Conservation Easement Stewardship

- Conduct annual monitoring visits and generate reports for all conservation easement properties, and cultivate strong working relationships with landowners and farmers of conservation easement properties.
- Collaborate with landowners and/or farmers to address and remediate outstanding issues and/or violations and report to the Trust's board and to conservation funders when needed.
- Collaborate with landowners and/or farmers to identify natural resource stewardship challenges resulting from or made worse by historic and inherent inequities, including access to federal, state and local support programs, regulatory uncertainty, financing, and others.
- Coordinate with landowners and easement funders to address amendments to conservation easements, as necessary.
- Draft Baseline Documentation Reports for new conservation projects, and Baseline Supplements, as necessary
- Maintain organized and complete project files and records on the Trust's SharePoint server, Salesforce database, and GIS systems

Healthy Farms Support & Planning

- Develop stewardship plans for new conservation easement projects, including collaboration with the Natural Resources Conservation Service and local Conservation District NRCS/CD farm planning staff as necessary
- Collaborate with and contribute to the engagement team, including for the development and implementation of wildlife habitat improvement projects on conservation easement properties through partnerships with Conservation Districts, Tribes and other organizations
- Coordinate the Advancing Farm Sustainability grant program which aims to



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

serve farmers of conserved land. This includes farmer outreach, coordinating the internal review process, providing technical assistance, processing reimbursements/payments, and reporting to funders.

- Support landowners and/or farmers, particularly those from historically marginalized communities, in identifying internal and external resources for water conservation, soil health, climate resiliency, farmland matching and farm business development support
- Support the Senior Stewardship Manager on deepening the impact of the Trusts Stewardship program and assessing the opportunities to expand the tools and services to support natural resource stewardship on conserved lands and address any barriers to equitable participation in voluntary stewardship programs

Organizational Support Responsibilities

- Assist Conservation Managers with new conservation project design, project mapping, due diligence, and easement drafting
- Assist Senior Stewardship Manager with program administration, including support for grant writing, project invoicing, cost tracking, and contractor management
- Collaborate with communications, community engagement, and/or fundraising team as necessary on events, and messaging initiatives relating to conservation easement properties, and serves as the primary liaison between the organization and farmers of conserved land.
- Participate in fundraising and other activities to support organizational development.
- Participate and contribute to the organizational initiatives to advance Diversity, Equity and Inclusion practices within the stewardship program and the broader organizational programming including quarterly cross program planning retreats, rotating membership on WFT's Diversity, Equity, and Inclusion (DEI) Standing Committee, and intersectional task-forces

Desired Qualifications (NOTE: Some on-the-job training will be available and expected, therefore applicants with limited experience in the following should not hesitate to apply.)

- Prior hands-on experience in the agricultural or conservation fields, including land conservation, farming, agricultural assistance, and/or natural resource management preferred.



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

- A deep and demonstrated commitment to building an inclusive and equitable food and farming system
- Highly organized and able to juggle multiple projects while maintaining attention to detail.
- Demonstrated ability to communicate and work effectively with a broad and diverse range of stakeholders, including rural landowners and farmers.
- Willingness to work outdoors in various weather conditions.
- Ability to work cross functionally in a fast-paced, growing organization and navigate change.
- Experience working with volunteers and community engagement programs.
- Familiarity with or desire to deepen knowledge base of agricultural land conservation issues and the Land Trust Alliance Standards and Practices
- Interest in or experience reading complex legal documents including, deeds, conservation easements and other real estate contracts.
- Strong computer proficiency and experience using ESRI ArcGIS software or willingness to undertake professional development to learn basic GIS skills.

Additional Requirements

- A valid WA driver's license; any use of personal vehicle for field visits is reimbursed at the IRS rate.
- Willingness to work varied hours, including occasional evenings and weekends.
- Willingness to travel across the state, particularly within our Puget Sound region focus areas (including Snohomish, King, Pierce, Thurston, Grays Harbor and Lewis Counties).
- Ability to travel to the Trust's office located in downtown Seattle on occasion

Compensation & Benefits

The salary range for this position is \$49,000 - \$52,000, depending on experience and based on 40 hour/week and full-year work. Washington Farmland Trust also offers a generous benefits package including:

- Employer-sponsored medical plan with optional coverage for domestic partner and/or dependents at additional cost
- Retirement plan, with organizational contribution of 5% of salary
- Paid vacation and sick leave
- 10 paid holidays per year
- Organizational support and funding for professional development
- Patagonia Pro discount



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

To Apply

Please email resume and cover letter c/o Hilary Aten to apply@wafarmlandtrust.org. In your cover letter, please be sure to describe:

1. How your professional and personal goals and experience align with the responsibilities of this position;
2. How you would draw on your lived experience and/or your commitments to diversity, equity, and inclusion to expand the reach of the Trust's mission and impact; and
3. Share an example of how you have applied one or more of the WFT values (included in the hiring packet) to advance your work.

Applications will be accepted until the position is filled. A first round of application reviews and interviews will begin July 23rd, 2021. **The anticipated start date for this position will be mid-September, 2021**, but may be flexible as individual circumstances require. Please direct any inquiries via email to Conservation & Stewardship Director Hilary Aten at haten@wafarmlandtrust.org.

Washington Farmland Trust is an Equal Opportunity Employer and is deeply committed to and investing in organizational transformation for diversity, equity, and inclusion. People of all ages, races, gender identities and sexual orientations are encouraged to apply.