



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

Position Open:	Farmland Project Manager
Reports to:	Associate Director
Location:	Seattle, WA (option to work remotely from anywhere in Puget Sound)
Salary range:	\$60,000-\$63,000
Classification:	Full-time

Organizational Overview

Washington 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 Washington. We keep land in production by making it accessible to a new generation of farmers. Visit www.wafarmlandtrust.org for more information about our values, strategy, and programs.

Position Overview

The Farmland Project Manager is a new position that works in partnership with farmers and landowners to support, design, and implement land and resource conservation projects. The Project Manager works closely with other members of the Conservation and Stewardship team on conservation transactions, including preliminary landowner engagement, conservation project development, and coordinating acquisition due diligence. The Project Manager also is WFT's lead in managing relationships with tenants of land owned by WFT, including lease management, property management planning, exploration of alternative land tenure opportunities on land owned by WFT, and support for on-farm sustainability projects. The Project Manager works closely with other members of WFT's Conservation and Stewardship team to identify and seek remedies to participation barriers and inequities inherent in current food and farm systems. The Project Manager will also contribute to maintaining a healthy and interconnected organizational culture.

The Farmland Project Manager is an external-facing role for the organization, representing Washington Farmland Trust in our direct work with farmers, tenants, land owners, 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. The Project Manager will join the organization at a critical inflection point as our organization pursues deep, internal transformation to foster an inclusive organizational culture and demonstrate 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 position that reports to the Associate Director. 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 variety of rural and, at times, remote locations. As such, WFT is dedicated to employing field safety protocols and open communication to ensure staff safety and comfort in this role.

Washington Farmland Trust maintains a physical office space in the Capitol Hill neighborhood of Seattle. However, staff are working either remotely or in a hybrid remote/in office schedule at time of hire and applicants based anywhere in the Puget Sound region are encouraged to apply.

Essential Duties & Responsibilities:

Conservation Acquisition Project Management

- In coordination with farmland conservation project leads and WFT legal counsel, manage completion of farmland conservation acquisition due diligence, including completion of internal project selection criteria, title review, Phase 1 environmental assessments, surveys, deadline tracking & documentation, and acquisition closing
- Conduct early development of farmland conservation projects, including initial property site visits, project screening, soils assessment, water rights documentation, and mapping support
- In coordination with farmland conservation project leads, assemble and maintain WFT's permanent conservation project documentation/files

Fee Simple Land Portfolio Management

- Act as WFT's lead relationship manager for tenants of conserved property owned in fee by WFT, including management of lease arrangements and coordination of property maintenance, as needed
- Develop property management plans for fee properties held by WFT, identifying key property management challenges, liabilities, and resource enhancement opportunities, including collaboration with the Natural Resources Conservation Service and local Conservation District NRCS/CD farm planning staff as necessary
- In collaboration with the Conservation, Stewardship, and Farm to Farmer teams, investigate alternative land tenure/access models and consider opportunities to implement those on land owned in fee by WFT
- Maintain organized and complete project files and records on the Trust's

SharePoint server, Salesforce database, and GIS systems

Healthy Farms – Stewardship Support & Planning

- 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.
- Support property tenants and/or farmers, particularly those from historically marginalized communities, in identifying internal and external resources for water conservation, soil health, climate resiliency, and biodiversity support and identifying priority sustainability investments on lands owned by WFT
- Collaborate with the Stewardship Coordinator 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

- In collaboration with the Conservation and Stewardship team, conduct program administration, including support for grant writing, project invoicing, cost tracking, and contractor management of assigned projects
- Collaborate with communications, community engagement, and/or fundraising team as necessary on events and messaging initiatives relating to WFT-owned properties, and serve as the primary liaison between the organization and tenants of WFT-owned 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 across the organization and in our programmatic work, including quarterly cross program planning retreats, rotating membership on WFT's Diversity, Equity, and Inclusion (DEI) Standing Committee, and intersectional taskforces

Required Qualifications

- Skilled relationship builder- demonstrated ability to work respectfully and compassionately with a diverse set of stakeholders and farmer partners.
- Exceptional project management skills – ability to effectively track detail, timelines, and dependencies.
- Highly organized and able to juggle multiple projects while maintaining attention to detail.
- Committed to fostering diversity, equity, and inclusion in our organization and

- contributing to improved racial equity outcomes in our work in community.
- Flexible and adaptive mindset – ability to approach complex projects and program delivery obstacles with a problem-solving mindset.

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.)

- Verbal and written presentation skills – demonstrated ability to synthesize complex subject material for public audiences and landowner/farmer partners.
- Experience with implementing publicly-funded agricultural and/or natural resource conservation projects, such as NRCS EQIP.
- Prior hands-on experience in the agricultural or conservation fields, including land conservation, farming, agricultural assistance, and/or property management.
- A deep and demonstrated commitment to building an inclusive and equitable food and farming system.
- Willingness to work outdoors in various weather conditions.
- Ability to work cross functionally in a fast-paced, growing organization and navigate change.
- 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 and to locations of properties owned by WFT statewide.
- Ability to travel to the Trust's office located in downtown Seattle on occasion.

Compensation & Benefits

Washington Farmland Trust offers a generous compensation package which includes:

- 36-hour work week
- 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
- 11 paid holidays per year + 2 floating holidays

- Organizational support and funding for professional development
- Patagonia Pro discount
- Outdoorly discount

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 team attributes found here (<https://wafarmlandtrust.org/about/careers/>) to advance your work.

Applications will be accepted until the position is filled. A first round of application reviews and interviews will begin **Wednesday May 25th, 2022**. The anticipated start date for this position will be August 1st, 2022, but may be flexible as individual circumstances require. Please direct any inquiries via email to Associate 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.