



Job Opening

October 2025

Job Title: Conservation Director

Supervisor: LCAC President

General Summary:

- Assist the Board of Directors (Board) and its various committees in achieving the organization's goals by carrying out a wide spectrum of technical, interpersonal, and contractor-interface day-to-day operational duties. This staff position is often the public face of the LCAC and is usually the first and most frequently consulted by individuals interested in conserving property, who already own preserved acreage, or are considering the purchase of eased land. The incumbent reports to and takes direction from the Board through the LCAC's President, works largely in an independent environment, integrates heavily with organization volunteers, regularly attends meetings of the Board and the Conservation Committee to provide status reports and assessments, and works closely with the organization's Administrative Assistant, the Adams County Office of Planning and Development, and other LCAC committees and sub-committees. The organization also looks to this position to be an active participant in LCAC events and fund-raising efforts.

Essential Duties and Responsibilities:

- Easement acquisitions: Meet with landowners interested in land preservation; prepare project evaluations and checklist for review by the Conservation Committee and Board; draft conservation easement deeds, sales agreements, and subordination agreements using established models; negotiate easement terms, purchase price (if applicable), and stewardship fund donations with landowners; work with LCAC-contracted attorney, surveyors, and appraisers to acquire necessary services for project completion within desired timeframe; coordinate with state and federal agencies as necessary; prepare baseline documentation; apply for and follow up on reimbursement of easement costs. Submit applications for grants to purchase easements and manage ongoing requirements.
- Annual monitoring: Schedule preserved property inspections with organization volunteers, notify landowners of visits, conduct inspections, complete inspection reports, send post-inspection letters to landowners, follow up on any issues raised during property visits, provide a report and recommendations to the Board. Document results in compliance with Land Trust Alliance standards and practices.
- Ongoing stewardship: Maintain relationships with existing owners; respond to landowners' and others' inquiries regarding easement compliance; work with the Conservation Committee and Board to respond to amendment requests and to address any easement violations; keep abreast of

impending sales of LCAC-preserved properties, communicate with realtors and/or interested buyers regarding existence of easement provisions, establish relationships with new owners.

- Gettysburg College intern oversight: Participate in the selection process of a summer intern from Gettysburg College. Develop intern tasks and oversee internship responsibilities for 10 weeks in the summer.
- Education and advocacy: Assist in the creation of outreach materials relevant to land preservation; work with Adams County Office of Planning and Development staff to coordinate preservation contacts, opportunities, and joint projects; build relationships with Adams County's municipalities and assist them in land conservation efforts; present a year-end conservation report at the Annual Dinner; cultivate partnerships with appropriate organizations such as Trout Unlimited, the South Mountain Partnership, and others.
- Event Support: Actively serve on the event planning committees and participate in the coordination and execution of major LCAC events including the Art Auction, Road Rally, Annual Meeting and Summer Picnic.
- Grant writing: Purposefully pursue grant opportunities as a means of supplementing easement acquisition funds.

Desired Knowledge, Skills and Abilities:

- Professional verbal and written communication
- Proficiency with Microsoft Office; experience with ArcGIS preferred
- Knowledge of conservation easements and Land Trust Alliance standards and practices regarding land preservation preferred
- Ability to work independently
- Effective people skills
- Enjoy working outdoors
- Passion for conservation practices and a working knowledge of their benefits
- Vehicle and driver's license
- Capability to manage multiple projects/tasks concurrently
- Develop familiarity with membership and donor database platforms and general administrative tools and procedures

Education and Experience:

- Bachelor's degree required; master's degree or certification preferred in related field
- Interest in and/or experience with agriculture and natural resource conservation
- Remain abreast of preservation/conservation trends, techniques, regulations, and best practices by participation in authorized relevant conferences, workshops, annual meetings, seminars, classes, etc.

Working Conditions:

- Task-oriented responsibilities dictate a predominantly independently established work schedule to accommodate meetings with landowners, organization contractors and agents, county offices, and other parties, with time not dedicated to off-site activity to be spent in the office.
- Office is located in the Adams County Agricultural and Natural Resources Center at 670 Old Harrisburg Road, Gettysburg.

- Transportation conducted on behalf of the organization is via personal vehicle with expenses reimbursed at the federal standard mileage rate.
- Position is full time, exempt. Full-time employees work 37.5 hours per week.
- Some evening and weekend work is required.

Benefits:

- Salary is \$50,000+ commensurate with experience.
- 13 holidays per year, following those given to Adams County employees.
- Vacation is accrued with employment, and starts at 10 days per year, increasing by 5 days after 4 years of employment to a maximum of 30 days after 20 years of employment.
- Sick time: 12 days annually, accrued.
- Leave for bereavement and jury duty also available as necessary.
- Health Benefits: the Land Conservancy offers a Health Reimbursement Account with an annual stipend for employees to purchase health insurance and/or to pay for other qualified health expenses.
- Retirement: Employees may contribute to a SIMPLE IRA, to which the Land Conservancy will match up to 3% of salary.

Application

- Open until filled. Interviews will begin the week of October 27th. Submit resume and cover letter to lcac@preserveadams.org