

GREG FISHER  
MAYOR



KURT MASON  
CHAIR

**Job Description:** Project Manager

**Revision Date:** 9/6/2021

**Agency Description:**

- The Louisville/Jefferson County Environmental Trust (LJCET) is an accredited land trust that protects land for future generations through voluntary cooperative programs. The Trust's mission is to assist in meeting the open-space, park, land and water conservation needs of current and future Louisville residents.
- LJCET is a quasi-governmental agency linked to Louisville Metro Government. It stewards over 1,400 acres of land protected by conservation easements in Jefferson and Oldham Counties as well as several façade easements.
- LJCET is governed by a nine-member board comprised of five citizens plus representatives of four Metro Agencies (Metropolitan Sewer District, Public Works, Metro Parks and Planning & Design Services). Legal assistance to the Trust is provided through the Jefferson County Attorney's Office.
- This position reports to the LJCET Oversight Board and to the Director of LJCET

**Essential Functions:**

- Serves as the primary staff person of the Trust, interacting with the community, governmental agencies, foundations, and key contributors.
- Coordinates and oversee all land trust operations including coordination of required site inspections and monitoring. Works closely with the Oversight Board to ensure the financial health of the Trust and reports progress to the Board and/or standing committees on a regular basis.
- Oversees the day-to-day activities of the Trust including community outreach and communication with current and prospective conservation easement donors.
- Assists Board and Director with the daily management of the Trust's conservation easement projects, administrative activities and finances.
- Provides leadership and support to the Oversight Board including record-keeping, meeting scheduling and preparation, board meeting minutes preparation and distribution, updating policy and directive documents and communication with the public, land donors and media.
- Works with the Louisville Parks Alliance, as directed by the Oversight Board, in managing the LJCET stewardship contributions and other contributions held on behalf of LJCET.

**Examples of Work:**

A. General

1. Fosters local support for the conservation of agricultural landscapes, open spaces, wildlife habitat, wetlands, woodlands and the protection of water quality.
2. Assists in increasing public awareness of LJCET through website management, communication releases, and distribution of promotional materials.



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B. Organizational Development

1. Serves as a direct line of communication to the Oversight Board.
2. Actively support staff and Board development.
3. Develops and maintains appropriate relationships with local, regional, and state collaboratives and with other agencies, groups, and organizations.
4. Works with Board and Director to cultivate, maintain, and support the Oversight Board in developing strategic direction.
5. Recommends and/or provides input on new programs to the Board and Director.

C. Administration

1. Monitors and reports to the Board and Director on the financial status and progress in meeting its goals.
2. Responsible for maintaining all LJCET's meeting minutes and records, including those of the Board and committees. Supervise the filing of all government reports and working with Metro Archives to insure critical historical documents are protected and preserved
3. Ensures compliance with the Land Trust Accreditation Commission and follows all processes to assist in renewing organization's accreditation every five years.
4. Assists in negotiation and drafting of conservation easements and ensuring adequate financial resources to complete projects.
5. Assists with the preparation and compilation of baseline documentation reports and or current condition reports for conservation easements under development.
6. Identifies and seeks funding opportunities, including government and private grants and partnerships, to help achieve the Trust's mission.
7. Communicates with conservation easement landowners, on behalf of the Oversight Board, on issues and concerns regarding easement compliance.
8. Works with LJCET Board and Attorney representatives in presentation of conservation easement opportunities to Metro Council Committees, Metro Council and the Mayor.

**Physical Requirement and Working Conditions:** Work is performed in an office setting as well as in the field. Some flexibility of performance of through working remotely on administrative functions. Travel may be required within the geographical areas to easement and project sites, meetings, speaking engagements, workshops, professional associations, and other events requiring LJCET's participation.

**Minimum Requirements:**

- 20 hours per week
- Bachelor's Degree
- 2 years of work in areas of land trust support, natural resource management, non-profit management, or in a related field
- Valid driver's license

**Skills and Abilities:**

- Leadership experience, able to set a clear vision and to create and thrive in a team environment



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- Experience working with landowners, government agencies, community groups, and conservation partners to achieve shared objectives
- Articulate and enthusiastic communicator, both written and verbally
- Deep commitment to the conservation of rural working landscapes and wildlife habitat
- Strong organizational skills
- Working knowledge or familiarity of GIS, Remote Access Meeting Platforms such as Zoom, WebEx and others
- Demonstrated ability to think strategically, develop and manage complex problems from start to finish, and ability to adapt to changing circumstances
- Knowledge and experience with the policies and tools of voluntary private land conservation and conservation finance
- Finely tuned negotiation and collaboration skills
- Working knowledge of historic preservation and historic preservation easements.
- Working knowledge of the Endangered Species Act and the National Environmental Policy Act
- Working knowledge of common software applications (e.g., Word, Excel, PowerPoint) and willingness to learn new software programs

