



Job Title:	Land Administrator
Reports to:	Executive Director
FLSA Classification:	Non-exempt (Full-time or Part-Time)
Supervises:	No
Hourly Rate:	Commensurate with experience (Benefits for full-time and minimal benefits for part-time) (Position funded for three years for F/T, four years for P/T)
Resumes due by:	1/19/2024

POSITION OVERVIEW

The Land Administrator will work closely with the Executive Director and the Property Committee to process land acquisitions, stewardship activities, land conveyance transactions and pursue the objectives listed below for the Friends of the Desert Mountains (Friends).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Land Transactions

- Coordinate and track all aspects of the acquisition process including maintain landowner contacts, communicate with brokers/agents as necessary, create the transaction file, draft Purchase and Sale Agreements, communicate with escrow and title companies, obtain and review preliminary title reports and underlying documents, and coordinate with funding sources for approvals and closing funds.
- Review tax default lists and locate/map parcels for potential acquisition.
- Identify all Friends' property that is suitable for divesting, either by sale to BLM or transfer to the Coachella Valley Conservation Commission or another conservation entity, and make appropriate recommendations to the Property Committee for consideration and recommendation to the Governing Board. As directed by the Board, implement documentation for, and coordinate, conveyances of land to other agencies (local, state, federal, or non-profit) for permanent conservation management.
- Prepare property committee agenda and minutes for meetings.

Land Stewardship

- Review, update, complete and maintain, as needed, the property files for all parcels owned by the Friends in accordance with grantor's protocol.
- Revise the Friends' land monitoring system as necessary to ensure it meets the standards of the grantor.
- Following the grantor's desired format, prepare grant reports, site inspection reports, monitoring and management reports, and prepare updates and recommendations regarding actions needed for the Property Committee, Friends' Board, and funding partners.
- Conduct site inspections in the field and address any land concerns such as dumping, trespassing and fencing needs, etc. Also, train and coordinate volunteers to assist in land monitoring and stewardship activities; which could include monitoring, trail maintenance, exotic species removal, trash removal, etc.
- Identify any Friends' properties that do not have protective restrictions or easements, and provide that info to the Property Committee for consideration and recommendation to the Board regarding appropriate measures to protect those lands in perpetuity.
- Write, or assist in writing, grant requests for necessary stewardship needs that arise.
- Perform normal stewardship tasks, such as paying property taxes, following up on tax exemption requests, fielding property-related communications with adjacent landowners and the public, etc.

General

- Leadership – Maintain a positive, upbeat role, promote and exemplify Friends’ values, and represent the organization’s objectives and interests to internal and external customers.
- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner.
- Teamwork - Develop and promote teamwork and cooperation among co-workers. Work well with members of the Friends’ partner organizations.
- Other duties as assigned

QUALIFICATIONS

- Bachelor’s degree in a related field or equivalent experience
- At least one year of real estate, title/escrow, or other land-related transaction experience preferred.
- Excellent writing and editing skills.
- Experience in grant writing and reporting relating to land acquisitions.
- Willingness to use personal vehicle on Friends’ business, reimbursed at the IRS mileage rate; maintain a valid CA drivers’ license with a good driving record.
- Proficiency in Microsoft Office (Excel, Word and Outlook).
- Proficient in ArcGIS and Google Earth software.
- Ability to work in a fast-paced work environment that requires strong multitasking skills, excellent time management, and self-starter mentality.
- Highly organized with a strong attention to detail and follow-up, and able to work in a team environment.
- Willing to work flexible schedule that sometimes includes times outside of regular Monday to Friday hours.

PHYSICAL DEMANDS

The physical demands are those that must be met by an employee to successfully perform the essential functions of this job, and may include walking over rough terrain and some lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONFIDENTIAL INFORMATION

This position has access to confidential information – (Credit card information given to employee from customers for events/fundraising etc.)

ORGANIZATION FUNDS

This position has no access to company funds: (Cash, Debit/Credit Card)

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to the organization’s needs.