Contract and Project Manager

Position Summary
The Contract and Project Manager is a full-time, salaried position responsible for land stewardship and land acquisition contracts and projects. This position reports to the Land Management Director.

Purpose
Demonstrate ACRES commitment to protecting land forever by managing contracts and projects in an accurate, timely and thorough manner. Develop and maintain relationships that promote trust within the communities we serve.

Essential Functions
- Create, maintain, update contracts as necessary. Types of contracts include but are not limited to: USDA Farm Bill programs, farm leases, trail maintenance contractors, home rentals, construction, partnership agreements, purchase agreements, conservation easements.
- Plan and help implement a wide variety of projects related to land management and land acquisition. Types of projects include, but are not limited to: construction, visitor amenities installations, steps necessary to purchase property, restoration, mitigation, equipment procurement.

This is not an all-inclusive list of responsibilities or tasks. Other duties will be assigned as required by the organization.

Required Qualifications
Ability to coordinate multiple projects simultaneously. Ability to work independently while ensuring that sufficient interaction occurs with other ACRES staff. Ability to maintain confidentiality and use appropriate judgement in handling information and records. Ability to work accurately with attention to detail. Ability to consistently demonstrate ACRES’ high organizational ethics and standards of conduct. Strong interpersonal and communication skills. Valid operator’s license. Proficient in computer use including Microsoft Office. Two years of related experience.

Preferred Qualifications
Degree(s) or specialized training in natural resources, contract management, business, or related field. Experience with non-profit organizations, GIS, real estate transactions, habitat restoration, natural resource management.

Working Conditions
Majority of work is performed in a typical office environment with occasional travel and outdoor conditions. Position requires occasional evening and weekend availability.

Hours, Salary and Benefits
This position is a full-time, salaried position and is eligible for full benefits. Wages will be based in accordance with candidate experience and expertise.