JOB TITLE: Private Land Conservation Manager

REPORTS TO: Director of Private Land Conservation

ABOUT TENNGREEN LAND CONSERVANCY: TennGreen Land Conservancy is Tennessee's oldest accredited statewide land trust, dedicated to conserving land where people and nature can thrive. Through strategic partnerships and sound science, TennGreen works to establish conservation easements and acquire critical lands to safeguard wildlife corridors, conserve biodiversity, protect Tennessee's waters, and enhance public access to natural spaces. Our mission is to conserve land where people and nature can thrive. We envision a Tennessee where land, animals, and natural habitats are protected forever; a place where people appreciate nature and engage with us to conserve it.

OVERVIEW: The Private Land Conservation Manager advances TennGreen's efforts to identify, negotiate, and complete conservation easements with private landowners. This role requires direct landowner engagement, coordination of due diligence, and oversight of all project elements to ensure easements meet Land Trust Standards & Practices. The Manager reports to the Director of Private Land Conservation and is a key team member in advancing TennGreen's land protection goals.

PRIMARY RESPONSIBILITIES:

- Cultivate and maintain strong relationships with private landowners, including regular communication, negotiation of easement terms, and explanation of policies and procedures.
- Manage a portfolio of conservation easement projects from initiation through completion, including negotiating terms, preparing documents in consultation with legal counsel, and ensuring alignment with Land Trust Standards and Practices.

- Coordinate due diligence for each project, including appraisals, title review, surveys, mortgage subordinations, and environmental assessments, working with attorneys, appraisers, lenders and funders.
- Develop and manage project timelines and budgets to meet internal deadlines and grant requirements.
- Conduct site visits to meet with landowners, assess property conditions, and collect field data.
- Use ArcGIS and other tools to evaluate property characteristics and independently develop Baseline Documentation Reports (BDRs) that record each property's conservation values and condition at the time of easement.
- Collaborate with the Conservation Team to implement TennGreen's Strategic Conservation Plan, focusing on priority landscapes.
- Partner with Stewardship Team throughout each project, from drafting the easement terms that can be monitored and enforced to handing off completed projects for long-term stewardship.
- Stay abreast of conservation easement issues and trends, including changing legal landscapes and funding opportunities.
- Perform other duties assigned, including speaking opportunities, event assistance, cross-team projects, and general office/team assistance.

DESIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree in Environmental Science, Natural Resource Management, Biology, Conservation, or related field, or equivalent combination of education and experience.
- Minimum of two years' experience negotiating conservation easements or other complex legal agreements; two to four years of experience working for a land conservancy preferred.
- Professional field experience in a conservation role.
- Familiarity with the geography, natural resources, and culture of Tennessee.
- Knowledge of forestry, agriculture, natural resource management, and land use planning; with the willingness to learn and adapt to evolving policies and regulations.
- Working knowledge of ArcGIS and proficiency in reading and analyzing maps.

- Ability to read, interpret, and apply information from legal documents—such as deeds, surveys, title reports, and conservation easements—to ensure consistency with project goals, organizational standards, and conservation objectives.
- Excellent interpersonal and communication skills, including strong negotiation and listening skills
- Ability to perform field work and to work outside in all weather conditions
- Ability to work independently and engage in group problem solving
- Knowledge of farmland conservation programs or policies

QUALITIES WE'RE LOOKING FOR

- Strong organizational and time management skills; able to juggle competing priorities.
- Collaborative and flexible; eager to work across teams and disciplines
- Attentive to detail and committed to producing high-quality work
- Self-motivated and comfortable working within a fast-paced team
- Committed to excellent customer service and maintaining landowner trust
- Able to relate well to individuals from diverse backgrounds and communities

WORKING HOURS & LOCATION: This is a full-time position. Candidates may be based anywhere in Tennessee, with the option to work from TennGreen's office in Nashville (1213 16th Avenue South). Candidates based outside Nashville should expect periodic travel to the office for team meetings. Typical hours are 8:30 a.m. – 4:30 p.m. CST, with flexibility as needed. Regular travel across Tennessee is required, including occasional overnight trips and long days in the field. A valid driver's license in required.

SALARY & BENEFITS: Starting salary is $60,000–$65,000, commensurate with experience, with potential for annual performance-based increases.

TennGreen Land Conservancy offers a competitive compensation and benefits package designed to support employees' financial security, well-being, and professional growth. Benefits for eligible employees include:

- Health, dental, and vision insurance plans, plus an $800 monthly health benefits stipend ($9,600 annually).
- 401(k) retirement plan with a 3% employer contribution and an additional employer match of up to 2.5%, totaling up to 5.5%.
- Unlimited paid time off, plus paid holidays.
- Paid parental leave of up to six weeks for eligible employees.
- Professional development and tuition reimbursement of up to $2,000 annually for eligible employees.
- Flexible work arrangements, including remote work opportunities based on position and organizational needs.
- 37.5-hour standard workweek, supporting work-life balance.

OUR VALUES: At TennGreen Land Conservancy, we acknowledge and honor the fundamental value and dignity of all individuals. We strive to nurture a culture where inclusiveness is a reflex, not an initiative—where there's a deep sense of belonging and respect across every region, organization, and individual touched by our work. We pledge ourselves to the work of understanding and honoring diverse traditions, heritages, and experiences and endeavor to actively uplift our values of justice and equity in everything we do.

HOW TO APPLY: Please send a resume and cover letter to jobs@tenngreen.org by January 15, 2027. Be sure to include "Private Land Conservation Manager" in the subject line. We kindly ask that you do not call or visit the office regarding this position.