



Community Trails Program Manager Job Description

About the Gallatin Valley Land Trust. The Gallatin Valley Land Trust connects people, communities, and open lands through conservation of working farms and ranches, healthy rivers, and wildlife habitat, and the creation of trails in the Greater Yellowstone Region of Montana. Since our founding in 1990, the Gallatin Valley Land Trust has protected 103 properties to conserve over 46,000 acres and has helped create over 100 miles of trails in the Main Street to the Mountains trail system. We are an accredited land trust and have approximately 2,000 members. For more information about GVLT and its programs, visit www.gvlt.org.

Role of the Trails Program Manager. The Community Trails Program Manager is a highly motivated, visionary, well organized planner and partnership-builder who can help facilitate high-level planning initiatives, while also managing on-the ground projects. This position will represent GVLT to diverse constituents and stakeholders, and is responsible for helping to develop and maintain strong community partnerships with governmental agencies, non-profit organizations, private landowners, and trail user-groups. The Community Trails Program Manager is responsible for managing GVLT's current trail projects as well as planning, prioritizing, funding and implementing new trail projects. This position reports to the Program Director. While having trail building experience is helpful to this position, we encourage professionals with proven project management and community-building experience to apply. This is not a field-based, trail-building job.

Essential Duties:

Project Development and Implementation (75%)

- Collaborate with community partners, stakeholders, recreational users, and landowners to identify and pursue priority trail projects and strategic opportunities to achieve GVLT's trails mission.
- Assist with regular updates to GVLT's Strategic Trails Plan.
- Negotiate with landowners and partners for permissions, including the purchase and/or donation of trail easements or other interests in the land.
- Draft trail easements, leases, option agreements, and other tools for trail acquisitions. Conduct due diligence and oversee the acquisitions as they move through GVLT's review process with GVLT's attorney, Trails and Lands Committees, and Board of Directors.
- In coordination with Associate Director and Executive Director, secure grant and private funding to complete acquisitions.
- Oversee new trail construction projects, including management of permits, budgets, timelines, and contractors.

Community Relationships (20%)

- Identify, pursue, and engage in collaborative partnerships to help accomplish GVLT's trail mission.
- Participate in community boards, committees, and stakeholder groups to represent GVLT and our constituency and to act as a leader in community trails. Participate in the City of Bozeman's Recreation and Parks Advisory Board, Pedestrian and Traffic Safety Committee, and with other groups in consultation with the Program Director. Willingness to regularly participate in meetings outside of normal working hours.
- Provide leadership and education in the community regarding the importance and value of trails, including reviewing community trail plans and new subdivisions, as appropriate.
- Cultivate relationships with community members, and local, regional, state and national contacts to further GVLT's mission.
- Coordinate and facilitate GVLT Trails Committee meetings, including drafting agendas and providing orientation and development to Committee members.

Other (5%):

- Develop and monitor an annual work plan. Assist with the preparation of organizational budget.
- Participate in national and/or regional networks of land conservationists and trails professionals to further GVLТ's mission and to stay current on best practices.
- Participate in bi-weekly staff meetings, and bi-monthly Board meetings, to keep colleagues and members apprised of issues as they arise.
- Assist with donor support activities and events as needed.
- Assist with administrative and office responsibilities as needed.
- Other duties as assigned.

Qualifications:

- Minimum of Bachelor's Degree in a field applicable to the position and/or applicable experience.
- Minimum of three years of experience with program/project management, preferably in the area of community planning, recreation management, community trail development or another applicable field.
- Experience negotiating and drafting trail easements, writing grants, and coordinating diverse partnerships preferred.
- Highly-motivated, creative, organized self-starter with a passion to bring people together to accomplish community trails project.
- Ability to take initiative and comfort with leadership.

Knowledge, Skills and Abilities:

- Ability to develop positive working relationships with a diversity of people including co-workers, community leaders, trail user groups, landowners, government agencies and the general public.
- Ability to communicate effectively, both verbally and in writing with landowners, user groups, the public, media, professional colleagues and governmental entities.
- Ability to publicly represent GVLТ, its mission, and core values.
- Exceptional interpersonal skills with the ability and personality to work collaboratively.
- Proven organizational skills and strong attention to detail.
- Ability to meet deadlines and juggle multiple tasks.
- Proven experience developing strong community partnerships.
- Knowledge of the practices, principles and techniques of community trail development. Experience overseeing contractors preferred.
- Knowledge of trail easements and other real property interests for public access, preferred.
- Knowledge of the federal, state and local laws, standards, codes, regulations and procedures which affect trail building and real estate transactions.
- Experience and demonstrated abilities with GIS mapping, preferred.

Compensation

This position is full-time exempt. Salary range \$45,000 - \$50,000, or negotiable DOE. GVLТ provides competitive health benefits, retirement match, and vacation.

To Apply

Email a letter of interest, resume and contact information for three references to penelope@gvlt.org with "Community Trails Program Manager" in the subject line. Applications are only accepted electronically. No calls please. Screening of applications begins December 15, 2017 and the position is open until filled. GVLТ is an equal opportunity employer.