Employment Opportunity
Conservation Project Manager
November 2026

Location: Cody, WY
Supervisor: Vice President
Work Schedule: Full Time (M-F, 8:30 – 5)
Salary: $60,000 - $70,000
Benefits: Benefits include excellent health insurance and retirement.

Mission and Vision: To protect and steward Northwest Wyoming landscapes for current and future generations. We envision a legacy of resilient open spaces, wildlife habitat, working lands, and community spaces, forever protected across Northwest Wyoming.

Position Description: Park County Open Lands, the newest regional program of the Jackson Hole Land Trust has an opening for a salaried position as a Conservation Project Manager. This individual manages a portfolio of conservation easement acquisition projects across JHLT's program areas in Northwest Wyoming, with a focus in Park County. They will be responsible for the conservation easement acquisition process, including managing landowner relationships, negotiation and management of the real estate transaction, all aspects of conservation easement project development, review of due diligence, project-specific grant-writing, and real estate closing. The position will require at least quarterly travel to the Jackson office, occasional additional travel within the Greater Yellowstone Ecosystem, and statewide travel for partner meetings.

Ideal Candidate: The ideal candidate has exceptional interpersonal and written communication skills, high social intelligence, and is a detail-oriented, professionally motivated, team player. The successful candidate is a self-starter, has experience working with private landowners in Wyoming and has 2+ years of some combination of the following professional experience: land conservation transactions, farm or ranchland real estate transactions, natural resource conservation, land use management, grant writing, and project management. Competency in ArcPro is preferred. The successful candidate has a passion for conservation in northwest Wyoming and will thrive in a fast-paced environment working closely with the Vice President, current Conservation Project Managers, the Park County Open Lands Director, and the entire JHLT team based across Northwest Wyoming.

Job Responsibilities:

- Conservation Easement Transactions: 80%
    - Provide recommendations regarding potential conservation easement projects and available funding
    - Negotiate conservation easement transactions with landowners, including determining the most beneficial structure for all parties
    - Manage organizational relationships with landowners throughout the project development process

    - Manage relationships with funders
    - Identify and submit grant proposals for conservation easement funding
    - Conduct due diligence for transactions including title review, mineral review and water rights research
    - Develop and propose transactional budget
    - Compile and present conservation easement proposals to the vice president, pertinent advisory councils, and board committees
    - Generate project maps to highlight properties and relevant natural resource values
    - Coordinate with legal and stewardship teams on draft contracts, conservation easement deeds, and baseline inventories
    - Coordinate closing of conservation easement transactions
    - Ability to analysis, consolidate and communicate relevant ecological and land use data in laypersons terms to landowners, JHLT board, staff and partners
- Program development/outreach: 10%
    - Assist with regional conservation planning process and priority project identification
    - Attend PCOL public facing events to represent the protection team and to garner support for the program
    - Respond to general inquiries from conservation buyers, realtors, members of the public and other land trusts
    - Represent JHLT protection program at statewide and regional meetings and conferences with funding partners
    - Travel within Northwest Wyoming as needed to assist in project development
- Administrative: 5%
    - In coordination with other project managers, keep minutes for Protection Committee of the Board of Directors
    - Ensure thorough record-keeping of board approvals, grants awarded, and due diligence review of projects managed
    - Update external communication templates and ensure consistent protection and stewardship messaging across regional program areas
- Fundraising and Communication support, as needed: 5%
    - Represent PCOL and JHLT team at donor and community events and outreach opportunities, including event set-up and tear-down and other support as needed.
    - Provide advancement and outreach staff with information on and maps of conservation projects for solicitations, grant proposals and other materials, as requested

To apply, please send a 1-page cover letter, 1-2 page writing sample (examples include previous grant writing, literature reviews, or non-technical writing displaying an understanding of natural resources in the GYE), and a succinct resume to applications@jhlandtrust.org no later than November 29, 2026. Applications will be considered on a rolling basis. No phone calls please.

Candidates for employment shall be considered without regard to race, creed, color, gender, age, marital status, disability, national origin, sexual orientation, religion, ancestry, or political affiliation. Ability to perform tasks requiring moderate physical exertion, outdoors, in all weather conditions may be an essentially related job function and a workplace condition. Acknowledging the benefits of a diverse, equitable, and inclusive work environment, the JHLT utilizes hiring practices that promote and ensure access to a broad range of candidates.