



JOB DESCRIPTION:

LAND ACQUISITIONS OFFICER

Job Type: Full-time, exempt position
Salary: Salary range for the position: \$54,667-76,533
Starting salary is based on education, experience, skills, and other job-related factors.

Bonus eligibility: Position is eligible to earn one-time bonuses for achieving significant business objectives as determined by the executive director.

POSITION SUMMARY:

The land acquisitions officer is responsible for administering numerous land acquisition grants awarded through GOCO's various programs in cooperation with GOCO's regional program officers. The position works with grantees to ensure the effective and timely completion of awarded projects. The land acquisitions officer is responsible for cultivating positive and productive relationships among GOCO staff members and grantees in service of GOCO's land protection work. The position reports to the deputy director.

PRIMARY RESPONSIBILITIES:

GRANT ADMINISTRATION (60%)

- Ensure all steps of post-award grant administration process are executed in compliance with applicable policies, procedures, and grant conditions.
- Prepare, negotiate, and execute grant agreements for land acquisition projects.
- Provide technical assistance to grantees and GOCO's program officers related to GOCO's due diligence requirements.
- Coordinate due diligence process and closings or reimbursements for assigned grants.
- Assign and coordinate with GOCO's review appraisers and other hired consultants.
- Obtain and review all required due diligence, including conservation easements and other legal documents.



- Initiate grant payments, deauthorizations, and wire authorizations.
- Manage grantee requests for staff and board project modifications and extensions.
- Prepare and deliver presentations to committee and board as needed.
- Record and keep up-to-date project data in GOCO's digital grant tracking and storage systems following close-out of grants.
- Analyze and process post-closing issues such as conservation easement violations and amendment requests.
- Coordinate grantee events by receiving invitations, determining GOCO's level of participation, preparing speaking points when necessary, and collecting photos.

OUTREACH & ENGAGEMENT (20%)

- Proactively establish relationships with grantees and the Colorado open space and land trust community by building trust and confidence through ongoing and open dialog.
- Work with stakeholders, partners, and GOCO staff to identify ways GOCO can evolve its land acquisition grant making strategy and administrative procedures for increased effectiveness and efficiency.
- Serve on steering committees, working groups, etc., to further GOCO's mission and statewide land protection work.
- Maintain working knowledge of best practices in land acquisition transactions through engagement with the Land Trust Alliance and Keep It Colorado.
- Represent GOCO as presenter, panelist, and attendee at statewide and national conferences. Prepare session proposals and presentations as needed.

LAND ACQUISITION PROJECT DEVELOPMENT & REVIEW (15%)

- Serve as a resource for GOCO's program team in the negotiation and development of land acquisition transactions, including providing feedback for concept paper development and refinement.
- Review land acquisition grant applications and provide feedback to programs team.
- Attend land acquisition site visits.

ORGANIZATIONAL CITIZENSHIP (5%)

- Work with the communications team to deliver external communications as needed.
- Participate in and inform discussions with GOCO's lobbyist team regarding land conservation and land trust matters.
- Other duties as assigned.



MINIMUM QUALIFICATIONS:

- A degree in a relevant field from an accredited four-year college or university or a paralegal certificate.
- Demonstrated experience with real property transactions.
- Demonstrated successful project and/or grants management.
- Commitment to furthering GOCO's mission. Demonstrated interest in conservation, outdoor recreation, environmental education, and/or community development programs is desirable.
- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Strong computer skills, including experience with Microsoft Office products.

PREFERRED SKILLS & EXPERIENCE:

- Demonstrated experience with conservation easements.
- Ability to prioritize and manage several diverse projects simultaneously in a fast-paced environment.
- Experience with database and/or customer relationship management programs.
- Consistent willingness to learn and upgrade skills to meet GOCO's needs.
- Knowledge of Colorado's geographical, cultural, and political landscape and/or a willingness to learn.

LOCATION & OTHER REQUIREMENTS:

Location:

- GOCO's headquarters office in Denver, Colo.
- GOCO offers a hybrid work environment where each employee works three days a week in the office; the remaining two days may be worked remotely. In-person meetings with partners count as in-office days.

Other requirements:

- Willingness and ability to travel in Colorado. Expect approximately 15 overnight stays and up to 30 travel days per year. GOCO provides transportation and accommodations and covers the cost of food and other reasonable expenses.
- Willingness to work periodically on evenings and weekends.
- Valid driver's license.
- Physical demands may involve lifting materials and equipment – including, but not limited to, office supplies, event supplies, communications collateral, and boxes of swag – up to 25 pounds.



GOCO'S INTERNAL VALUES

- *Strategy*: Fit your work within GOCO's overarching strategy and execute programs and projects against it, consistently evaluating results and communicating insights to help inform the organization's evolving direction.
- *Diversity*: Foster, cultivate, and preserve a culture of diversity, equity, and inclusion.
- *Respect*: Treat others in a positive manner with recognition and appreciation for their distinct value, opinions, and contributions.
- *Accountability*: Take responsibility for your individual and team work to advance GOCO's vision and priorities.
- *Organizational Citizenship*: Create and participate in a culture that fosters growth, engagement, support, and success.