Northwest Connecticut Land Conservancy

PROTECTING LAND AND WATER FOR PEOPLE, FOR WILDLIFE, FOREVER.

LAND PROTECTION COORDINATOR

About Northwest Connecticut Land Conservancy

Northwest Connecticut Land Conservancy (NCLC) is a nonprofit, regional conservation organization working with the communities of Litchfield and northern Fairfield Counties to safeguard natural and working lands, public recreation areas, and drinking water resources forever. Founded in 1965, NCLC is the largest land trust in Connecticut, protecting over 14,400 acres (and growing) of vast, interconnected natural areas. NCLC's conserved lands include 31 public hiking preserves, 56 working farms, 60 miles of rivers and streams, and over 3,000 acres of habitat for rare and endangered species.

NCLC is committed to connecting people to the land through public access, stewardship, and educational programming for all ages. In addition to advancing its own ambitious land protection program, NCLC serves as a conservation partner and service provider, supporting local land trusts and regional partners through funding, technical assistance, shared staffing, and transaction support. To strengthen long-term conservation capacity in the region, NCLC has strategically expanded through mergers with Brookfield Open Space Legacy (2019), Naromi Land Trust (2020), and Candlewood Valley Regional Land Trust (2025).

NCLC is a nationally accredited land trust, first accredited by the Land Trust Accreditation Commission in 2015 and re-accredited in 2020. The organization has been recognized for excellence in land conservation with Connecticut's highest land trust award from the Connecticut Land Conservation Council, an EPA Environmental Merit Award, and a Working Lands Alliance Pathfinder Award for leadership in farmland preservation and public education.

Position Description

The Land Protection Coordinator is a key member of NCLC's land protection team and supports the implementation of fee acquisition, conservation easement, and farmland protection projects throughout NCLC's service area. The position coordinates project due diligence, assists with transaction management, develops relationships with landowners and partners, and helps secure funding for conservation projects.

The Land Protection Coordinator works closely with the Executive Director, other NCLC staff, landowners, attorneys, consultants, public agencies, and conservation partners to advance priority conservation projects from initial evaluation through project completion. The position also provides technical support to local land trusts and conservation partners working on shared conservation priorities.

Duties and Responsibilities

Land Protection Project Coordination

- Coordinate fee acquisition, conservation easement, and farmland protection projects.
- Assist with project evaluation, landowner outreach, and conservation planning.
- Track project schedules, budgets, funding requirements, and critical deadlines.
- Assist with preparation of purchase agreements, conservation easements, grant applications, board materials, and closing documents.
- Maintain project files and records in accordance with organizational policies and accreditation requirements.
- Coordinate consultants, attorneys, appraisers, surveyors, and other project professionals.
- Prepare maps and analyze conservation resources using ArcGIS Online and related technologies.
- Conduct site visits and collect field data to support conservation planning and project development.
- Assist with baseline documentation reports, management plans, and other conservation planning documents.
- Maintain familiarity with conservation easement standards, land trust accreditation requirements, and applicable state and federal conservation programs.

Funding and Grant Administration

- Assist with identifying and pursuing funding opportunities for land protection projects.
- Support preparation and submission of grant applications to state, federal, and private funding sources.
- Track grant requirements, reporting deadlines, and project deliverables.
- Assist with grant reporting and compliance documentation.

Community Engagement and Partnerships

- Represent NCLC at public meetings, partner meetings, trainings, and community events.
- Develop and maintain productive relationships with landowners, municipal officials, conservation organizations, and public agencies.
- Support the organization's philanthropic efforts by participating in member events, donor visits, communications, and gift solicitations.

- Assist with public communications regarding conservation projects, including presentations, outreach materials, and press releases.

General Organizational Sustainability

- Work in partnership with colleagues, partner organizations, members, and the community at large to build a welcoming, successful, and respected community institution.
- Maintain familiarity with the organization's governing documents (mission, bylaws, strategic plan, policies, etc.).
- Keep current on all aspects of Land Trust Standards and Practices as they apply to job function.
- Support strategic planning and organizational growth initiatives as requested.
- Travel primarily within Connecticut, as well as some evening and weekend hours, is required.

Reports To

Executive Director

Salary and Benefits

NCLC is a collaborative and supportive work environment that encourages and inspires professional growth. NCLC offers a competitive salary and comprehensive benefits package. The annual salary range for this position is $55,000–75,000 depending on experience. NCLC offers full-time employees paid vacation, holidays, personal, and sick leave. NCLC pays 95% of health, life, vision, and dental insurance for full-time employees and contributes to a retirement plan.

This is an equal opportunity, full-time, exempt position located in Kent, CT.

Preferred Qualifications

- Experience working for a land trust, conservation organization, public agency, or environmental nonprofit.
- Familiarity with land protection transactions, conservation easements, or real estate due diligence.
- Experience with grant administration or project management.
- Proficiency with ArcGIS Online and mapping applications.

Minimum Qualifications

- Bachelor's degree in environmental studies, natural resource management, planning, geography, public administration, or a related field.

- Two to five years of relevant professional experience or equivalent combination of education and experience.
- Knowledge of ArcGIS Online and mapping applications.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office applications and database systems.
- Ability to work collaboratively with diverse audiences and stakeholders.
- Valid driver's license and reliable transportation.
- Ability to work some non-standard hours, including evenings and weekends.