

**THE TRUST FOR PUBLIC LAND
JOB DESCRIPTION**

TITLE: Hawai`i Native Lands Project Manager I	ANNUAL SALARY	Min.
DEPARTMENT: WRO/National Programs	RANGE:	Mid.
SUPERVISOR: Hawai`i Islands Program Director		Max.
GRADE: 11		
STATUS: Exempt	FTE: 1	

Position Summary: One Year Position Only (continuation of position, contingent on raising funding).

The Hawai`i Native Lands Project Manager supports and assists the Hawaiian Island Program Director in developing, planning, and implementing the goals and objectives of the Hawaiian Islands Program Long Range Strategic Plan and its focus on conserving land important to Hawaiian communities (part of TPL's Heritage Lands Initiative). The position will be based in TPL's Honolulu, Hawai`i office. The Hawaiian Islands Program helps agencies and communities protect land that provides access to and preserves shorelines, enhances food and energy self-sufficiency, and perpetuates Hawaiian culture. TPL has formed a national collaboration with tribes and native communities that uses TPL's extensive expertise and resources to assist tribal governments and native communities with regaining and protecting their traditional lands. This position will coordinate a wide variety of activities from administrative details to project implementation. In general, this position's time is allocated as follows: 20% outreach and communications, 20% program and project development, 50% program and project implementation, and 10% general administration/fundraising/strategy. As used in this job description the words "native" includes Native American and Alaska Native tribal governments, Native Hawaiian organizations and government entities and Alaska Native regional and village corporations and regional non-profit organizations.

ESSENTIAL FUNCTIONS:

Under the supervision and direction of the Hawaiian Islands Program Director, the Native Lands Project Manager shall:

Outreach (20%)

1. Coordinate routine outreach to external and internal audiences and constituents, including preparing and delivering presentations.
2. Build public awareness and understanding of TPL by writing publicity materials, cultivating media contacts, and conducting outreach.
3. Oversee the production and distribution of information packets, newsletters, brochures, and web pages.
4. Update web site, press packets, and, databases (project and funders).
5. Maintain, develop, and cultivate strong relationships with Hawaiian organizations and governmental entities, partner organizations, public agencies, funding organizations, donors, government officials, community-based groups and others to meet the goals and objectives of the program.
6. Respond to requests for technical assistance from Hawaiian community groups and individuals, Hawaiian government entities, and land trust partners.
7. Markets TPL's services to new Hawaiian organizations, groups, and government entities.

Program and Project Development/Research (20%)

8. Research and identify areas in which TPL's assistance is needed for the preservation of open space lands of critical importance to Hawaiian organizations, government entities and individuals. Explores potential projects by contacting and responding to inquiries by Hawaiian organizations, government entities and individuals. Initiate some projects, although most project work is delegated by the Program Director.
9. Research and coordinate information about public financing options for funding Hawaiian land conservation work.
10. Conduct in-depth research and analysis to produce written materials related to the Hawaiian Islands Program and protection of Native Lands.

Program and Project Implementation/Transactions (50%)

11. Plan project strategy under supervision of the Hawaiian Islands Program Director and identify, negotiate, and complete real estate transactions for conservation and cultural preservation purposes. Analyze land resource, including identifying cultural, recreational and other resource values important to Hawaiians.
12. Develop and implement strategies for acquiring key resource properties and conveying them to public agencies or other permanent stewards. The individual also bears primary responsibility for fundraising projects associated with land projects as necessary. The Project Manager is expected to maintain and enhance TPL's presence as an effective, results-oriented land conservation organization.
13. Carry out all phases of land protection projects including project identification and evaluation, initial outreach and landowner negotiation, supervision of attorneys, appraisers, surveyors, and other consultants to TPL and subsequent reconveyance of open space.
14. Identify areas in which TPL's interim protection strategy is needed for the preservation of open space lands of critical local, regional, or national importance to Hawaiian agencies, organizations and communities; develop and maintain a

- portfolio of potential projects; respond to inquiries about TPL's work by individuals and groups, etc.
- 15 . Provide organizational, technical, and transactional assistance to existing land trusts working to protect native lands.
 - 16 . Generate revenues for TPL through transactions by, for example, organizing constituency support for agency funding of land acquisitions and/or fundraising in the private sector.
 - 17 . Build public awareness and understanding of TPL's protection of native lands through outreach events.
 - 18 . Perform assorted administrative tasks required for a well-regulated organization.
 - 19 . Coordinate property conveyances and oversee technical preparation of deeds, contracts, title, and appraisals.
 - 20 . Assist in generating revenues for TPL through transactions such as organizing constituency support for agency funding of land acquisitions and/or fundraising in the private sector.
 - 21 . Assist TPL staff with completing projects by serving as a liaison to Hawaiian organizations, entities and individuals, and facilitating communication and identifying opportunities.

Strategy/Fundraising/Administration (10%)

- 22 . Assist in capacity building of the programs to include infrastructure, funds development, and program services.
- 23 . Work with Hawaiian Islands Program Director to develop short and long-term plans for expanding TPL's acquisition presence and effectiveness
- 24 . Assist with developing, planning, and implementing the goals, objectives, and projects of the Hawaiian Islands Program and protection of Native Lands.
- 25 . Travel to meetings, conferences, and trainings in support of program activities
- 26 . General program support such as travel arrangements, scheduling of meetings, and general office correspondence, filing, etc.

QUALIFICATIONS:

- Bachelor's degree or equivalent
- Normally requires four years project/Land Trust related experience or equivalent.
- Two years experience working for or with Hawaiian governmental entities or organizations on land, environmental, or natural resource issues or equivalent.
- Demonstrated understanding of real property and tax law, land use planning techniques, and government land acquisition policies/procedures. Non-profit experience desirable.
- Training in land use management, planning, real estate, public policy, environmental studies, or related area of study or practical experience and/or master's degree would be preferred.
- Broad knowledge of Hawaiian and Native American governance, protocols, cultures, and history related to land taking and components of native sovereignty, self-determination, self-sufficiency and cultural continuity.
- Familiarity with Hawai`i landscapes, history, and politics
- Hawaiian language a plus
- Ability to work independently to complete complex assignments, resolve problems/conflicts, and develop recommendations using a high level of analysis, judgment, tact, and initiative.
- Willingness and ability to travel inter-island and out of state, and occasionally attend weekend or evening meetings.
- Demonstrated proficiency in research, analysis, writing, and publication of technical reports.
- Demonstrated ability to carry out projects with minimal supervision.
- Ability to combine sound business sense and judgment with commitment to land preservation.
- Ability to establish professional relationships and negotiate effectively with landowners and public agencies.
- Ability to manage multiple tasks and to form effective working relationships.
- Superior written and oral communication skills, including public speaking.
- Excellent organizational and computer skills (GIS skills a plus).
- Ability to work under pressure and meet deadlines. Creative and independent worker.

Submit cover letter and resume to Lea Hong, Hawaiian Islands Program Director at: lea.hong@tpl.org