



**Organizational Information:**

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for nearly 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy.

Since 1987, GBF has conserved more than 13,000 acres of coastal habitat through property acquisitions and conservation easements. GBF is a member of the Land Trust Alliance (LTA), a participating member of the Texas Land Trust Council (TLTC) and was accredited by the Land Trust Alliance Accreditation Commission in 2013 and re-accredited in 2019. Our office is located on Galveston Bay in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit [www.galvbay.org](http://www.galvbay.org) or find us on social media.

<b>Position title:</b>	Land Acquisition Manager
<b>Reports to:</b>	Director of Land Conservation
<b>Classification:</b>	Full-time, exempt
<b>Compensation:</b>	\$57,000 - \$62,000, depending on experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual.

**Position Description and Responsibilities:**

The Galveston Bay Foundation (GBF) seeks to increase the scope and pace of land protection within the Galveston Bay watershed through the addition of a Land Acquisition Manager to our conservation team. This position will add staff capacity to the organization to pursue new land conservation opportunities and initiatives that target priority landscapes within the Galveston Bay watershed and protect lands that are meaningful to local communities, wildlife, and water quality. The Land Acquisition Manager will identify and target priority geographic focus areas for land conservation, create new and expand existing partnerships, seek conservation funding for acquisition projects, and explore opportunities in emerging markets for conservation funding. Regular job responsibilities will include grant writing and fundraising for acquisition projects, writing and implementing land management plans, preparing conservation easement and baseline documentation, managing project deliverables, deadlines, and budgets, and leading other land protection and stewardship activities as needed.

**Key Qualifications:**

- Commitment to the mission, vision, values, and conservation goals of the Galveston Bay Foundation and a passion for protecting and restoring native habitats
- Bachelor's degree or higher in a related field such as natural resource management, rangeland management, ecology, wildlife biology, or similar
- At least four (4) years of relevant professional experience in conservation project management, land use planning, and real estate transactions

- Knowledge of the flora, fauna, habitat types, geography, and people of the Upper Texas Coast
- Project management skills, including budget tracking, progress tracking, proposal and report writing
- Exceptional relationship building skills for working well with landowners, partners, stakeholders, funders, consultants, and contractors
- Exceptional written and verbal communication skills
- Proficiency in utilizing GPS and ArcGIS in capturing data and creating functional maps
- Proficiency in Microsoft Office software including Word, Excel, and Outlook and proficient typing skills
- Ability to manage time and resources to coordinate multiple projects and budgets at the same time and handle multiple demands with competing priorities
- Demonstrated success in working in a team-oriented environment as well as ability to work independently, once trained
- Ability and willingness to travel within GBF's four-county service area and occasionally beyond

**The position will remain open until filled. Only qualified applicants will be considered. To apply, email cover letter and resume to [jobs@galvbay.org](mailto:jobs@galvbay.org). Reference position title in subject line of email.**

*The Galveston Bay Foundation (GBF) is an equal opportunity employer and actively works to ensure fair and equal treatment of our employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.*