

Position: Conservation Project Manager

Hours: 36 hours per week in a flexible, hybrid work environment

Location: Athol, MA

Date Posted: July 16, 2026

Mount Grace is an accredited regional land trust serving 23 communities in North Central Massachusetts. Headquartered in Athol, MA, we have been conserving and stewarding land since 1986. Our work is rooted in a collaborative and innovative approach to conservation. Mount Grace is a proud equal opportunity employer and strives to be an inclusive and diverse organization.

Mount Grace seeks an experienced Project Manager to lead complex land protection projects across our service area. Reporting to the Conservation Director, this role is responsible for advancing strategic conservation priorities from initial landowner outreach through closing and long-term stewardship coordination.

The ideal candidate brings demonstrated experience managing land protection transactions in Massachusetts, strong project management skills, and the ability to work independently while collaborating effectively across departments and with external partners.

This position plays a central role in ensuring that Mount Grace's conservation work remains impactful, community driven, and aligned with climate resilience, biodiversity protection, farm viability, rural economies, and equitable access to land.

Key Responsibilities

- Lead all aspects of fee and conservation restriction projects, including project evaluation, landowner engagement, due diligence, budgeting, fundraising strategy, grant writing, and closing coordination.
- Manage multiple projects simultaneously, establishing timelines, identifying risks, and ensuring compliance with the Land Trust Alliance Standards and Practices.
- Prepare and review maps, title materials, budgets, and other project documentation.
- Negotiate project terms with landowners and collaborate with legal counsel to draft and finalize conservation restrictions and related agreements.
- Cultivate and maintain strong working relationships with landowners, municipal officials, state agencies, partner organizations, Indigenous partners, and community stakeholders.

- Collaborate with development staff to support project specific fundraising, donor engagement, and grant proposals.
- Contribute to organizational initiatives, including annual fundraising efforts, major events, and strategic planning.

Qualifications

Required

- A minimum of three years of experience managing conservation projects or complex real estate transactions, preferably in Massachusetts.
- Strong organizational and project management skills, with the ability to manage multiple deadlines and priorities.
- Excellent written and verbal communication skills, including public speaking and landowner engagement.
- Working knowledge of Microsoft Office and associated software.
- Basic mapping proficiency using ArcGIS or similar GIS platforms.
- Ability to work in-office 2-3 days a week and perform off-site field work, along with occasional evenings and weekends for meetings and events.

Preferred

- Conservation grant writing experience with public and private funders.
- Familiarity with ESRI products such as ArcMap, ArcGIS Pro, and ArcGIS Online.
- Experience with database development and maintenance.
- Experience with special events planning and electronic communications.
- Familiarity with Land Trust Alliance Standards and Practices.

Compensation & Benefits

- Salary range of \$60,000 to \$85,000 based on experience
- 36-hour flexible work week
- Five weeks of Paid Time Off
- Hybrid work model with 2–3 days/week expected in the Athol office
- Flexible scheduling around core hours
- Health, dental, and vision insurance
- Automatic 3% Simple IRA retirement contribution

To Apply

Please send a letter of interest and resume to Liz Wilson at wilson@mountgrace.org.