



Peninsula Open Space Trust

Land Specialist (Acquisitions)

The Peninsula Open Space Trust (POST) is one of the nation's most dynamic and successful local land trusts. Over our 32-year history we have protected over 63,000 acres of open space along the Skyline Ridge, the San Francisco Peninsula, the Santa Cruz Mountain range and along the San Mateo County coast.

We are seeking a Land Specialist to assist and support our busy Land Department. This position is responsible for a variety of duties, including providing administrative support to our Executive Vice President and to the Chief Financial Officer.

The Land Specialist is charged with these essential duties:

- Conducts density analyses, research of property ownership, natural resources, and potential partners.
- Analyzes market value of potential acquisitions using market data, analysis of zoning and planning policies, development potential and economics of development.
- Oversees and conducts real estate market research, including analysis of recent sales and listings.
- Assists Executive Vice President with Major Gift projects, including writing special acknowledgment letters and updating donor information in the Advancement database.
- Responsible for bookkeeping in Quickbooks software under the direction of the CFO: entering deposits, expenses, running checks and creating a monthly reports
- Develops and monitors the Land Department budget.
- Manages the Land Department database.
- Prepares documents and correspondence for land acquisitions and transfer projects.
- Provides administrative support to the entire Land Department as needed.
- Special projects and miscellaneous duties as assigned.

Ideal candidates will possess the following:

- Excellent written and verbal communication skills.
- Ability to prioritize and effectively handle multiple tasks.
- Excellent organizational skills.
- Computer literacy, including proficiency with Word, Excel and database programs.; familiarity with Quickbooks a plus.
- Two years of relevant experience preferred.
- Mapping and GIS skills
- College degree-preferably in a related field.
- Excellent interpersonal skills.
- Valid California Driver's License.
- Professional appearance and demeanor.

Other job essentials:

- Employee may be required to hike over rough terrain.
- Employee must be able to drive.

POST is an equal opportunity employer and encourages applications from people of under-represented groups who will contribute to the diversity of its staff.

Please include a cover letter with your resume.