



Updated: May 30, 2018

POSITION DESCRIPTION: LAND ACQUISITIONS OFFICER

Organization:

Great Outdoors Colorado (GOCO) uses a portion of state lottery proceeds to preserve, protect, and enhance Colorado's trails, parks, wildlife, open space, river corridors, playgrounds, and youth corps in all 64 counties. It awards competitive grants to local governments, land trusts, and Colorado Parks and Wildlife (CPW), and makes investments directly through CPW. Created by voters in 1992, GOCO is governed by a 17-member board that is appointed by the governor and uses no tax dollars. Its current staff is 18 people.

GOCO's work is guided by a [strategic plan](#) with three primary goals:

- PROTECT more land and wildlife habitat, notably large-scale landscapes
- CONNECT people to the outdoors and connect trails, parks, and open spaces
- INSPIRE more Coloradans, children in particular, to get outside and take care of our great outdoors

For more information, please visit www.GOCO.org.

POSITION SUMMARY

The land acquisitions officer reports to the manager of program operations. General responsibilities include administration of numerous land acquisition projects awarded through GOCO's various grant programs and CPW, in cooperation with the respective program officer(s), as well as data management. The land acquisitions officer provides support to the program staff and works with grantees and CPW to ensure the effective and timely completion of awarded projects. The incumbent will work out of GOCO's downtown Denver office.

PRIMARY RESPONSIBILITIES

- Prepare, negotiate, and execute grant agreements for land acquisition projects.
- Monitor outstanding land acquisition projects and maintain regular communication with grantees and CPW.
- Manage grantees' requests for staff and board extensions, project modifications, and grant deauthorizations.
- Provide technical assistance to grantees and CPW related to GOCO's due diligence requirements.
- Coordinate the due diligence process and closings or reimbursements for assigned grants.
- Assign and coordinate with GOCO's review appraiser and other hired consultants.
- Obtain and review all required due diligence, including conservation easements and other legal documents.

- Submit all required and approved due diligence to manager of program operations for approval, and record project data in GOCO's computerized grants-tracking and storage systems.
- Initiate grant payments and wire authorizations for land acquisition projects.
- Ensure compliance with all applicable policies, procedures, and grant conditions.
- Assist the manager of program operations and other program staff by articulating issues, impacts, and potential solutions related to administration of grants. Work with manager of program operations to update respective policies and procedures accordingly.
- Analyze and process post-closing issues such as conservation easement violations and amendment requests.

QUALIFICATIONS

- A degree in a relevant field from an accredited four-year college or university, or a paralegal certificate.
- Demonstrated experience with real property transactions.
- Demonstrated successful project and/or grants management.
- Commitment to furthering GOCO's mission. Demonstrated interest in conservation, outdoor recreation, environmental education, and/or community development programs is desirable.
- Willingness and ability to travel in Colorado and to work periodically on evenings and weekends.
- Demonstrated ability to work with people different from themselves.
- A valid driver's license.
- Physical demands may involve lifting materials and equipment up to 25 pounds; occasional work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.

PREFERRED SKILLS, KNOWLEDGE & EXPERIENCE

- Demonstrated experience with conservation easements
- Excellent verbal and written communication skills.
- Ability to prioritize and manage several diverse projects simultaneously in a fast-paced environment.
- Strong attention to detail.
- Strong organizational skills.
- Strong computer skills, including experience with Microsoft Office products.
- Experience with database and/or customer relationship management programs.
- Consistent willingness to learn and upgrade skills to meet GOCO's needs.
- Knowledge of Colorado's geographical, cultural, and political landscape and/or a willingness to learn.

SALARY & BENEFITS

- This is a full-time, exempt position.
- Salary negotiable
- The position will be eligible for a full and competitive benefits package.

TO APPLY

Interested candidates should submit a resume and letter of interest to resumes@goco.org, including "Land Acquisitions Officer" in the subject line.

No phone calls please. All resumes must be received no later than 4:00 p.m., Friday, June 15, 2018, to be considered.

We strive to diversify our workforce and seek applicants from all backgrounds. GOCO is an equal opportunity/affirmative action employer.